

Georgia Festival of Trees

2023 Entertainment Volunteer Training

Thanks for volunteering to help out with our Entertainment where you'll be making magic happen at the festival! You'll work hand in hand with the audio/visual team to get our entertainment groups checked in and on stage right on schedule. Let's keep the good vibes flowing and the guests grinning from ear to ear!

Volunteer per Shift

- 2 Check In Table Volunteers
- 2 Venue Floor Volunteers

Volunteer Role Descriptions

Check-In Table Volunteers

- Greet performer groups and identify the group leader.
- Communicate with the group leader and verify how many performers and companions are in their group.
- Verify that every performer has completed their waiver. If there are performers who have not yet signed the waiver, provide a paper copy for them to sign.
- Direct the group leader to the open area to the left of the Entertainment Check In desk where they can wait until the entire group arrives.
- Mark the group as arrived on the provided check-in sheet.
- Once the entire group is present, use the provided walkie-talkie to let Rodney and the A/V team know the group is on-site.
- When given the word from Rodney and the A/V team, scan all the Festival entry tickets using the FareHarbor app on the provided device.
 - o If there are additional guests who need to purchase a ticket, let them scan the QR code to purchase additional tickets or direct them to the ticketing line for an assisted purchase.
- Once all tickets have been scanned, one volunteer should walk the entire group down the escalator to the dressing room.
- Do your best to reassure performers who appear nervous.
- Thank the group for sharing their talents with our Festival guests.

Venue Floor Volunteers

- Monitor performers in dressing rooms to ensure their questions are answered.





ENTERTAINMENT

- Act as an intermediary between Rodney & the A/V team and the performer groups.
- Keep the performer groups updated about any delays in schedule.
- Help direct performer groups to appropriate places to change and/or hang their costume changes.
- Help direct performers from the dressing room area to the stage.