Entry Gate Volunteers One-Sheet

CONTACTS:
Lead: Uta Cicalese (Radio Channel 5)
Credit Card Machine Problems: Uta Cicalese (Radio Channel 5)
Cash/Change: TBD (Radio Channel 5)
Kimball Customer Service Desk: 435.649.8882 (10 a.m. – 5 p.m.)
Emergencies: Call 911, if necessary

LOCATIONS:
Gate 1 - Lower Main
Gate 2 - 7th Street (Caledonian)
Gate 3 - Marriott Plaza
Gate 4 - Heber/Main Gate
Gate 5 - Kimball
Gate 6 - Brass Bear
Gate 7 - Dolly's Bookstore
Gate 8 - Post Office
Gate 9 - Café Terigo
Gate 10 - 4th Street
Gate 11 - Top of Main
Gate 12 - Pizza and Noodle

BEGINNING OF SHIFT:
1. Go to Volunteer Check In at the Gateway Center (136 Heber Ave, Park City, UT 84060), you can enter off the corner of Heber Ave and Swede Alley. Please arrive **15 minutes before shift starts.** Arrive at your designated entry gate before shift begins. Make sure to grab a water bottle when you check in to ensure that you stay hydrated during your shift!
2. Once you arrive at your assigned location, you will meet a member of the accounting team who will give you further instructions.
3. Friday night only: See Friday night instructions for admittance.
4. Admission price
   - Adults (18 and older): $12, good for entire weekend --- Neon Orange wrist band
   - Children (Ages 6 to 17): $6, good for the entire weekend – Sky Blue wrist band
   - Children (5 and under): free, but do not get a wristband; they get a stamp (provided) on their hand!
5. **$2.00 off Coupons** from Tanger Outlets and Deer Valley/Coke are accepted. One coupon gives a discount of $2.00 for one ticket: For adults, $2 off the price, so $10 = 1 Neon Orange wristband. For kids, $2.00 off the price, so $4 = one Sky Blue wristband.
6. Wristbands will be banded in bundles of **50.** We count wristbands to see how many people have paid to get in and reconcile the quantity of wristbands sold to cash collected. Please don’t give them away.
7. Wristbands are for **paid guests only.** If a person is entering without paying (going to eat, employee, etc.), don’t give them a wristband.
8. Damaged wristbands go into the cash drawer. Remember, they are inventoried and audited.
9. Camera crews and media photographers should have a Media pass. If they do not, you can let them through but please direct them to the Gateway Center (136 Heber Ave, Park City, UT 84060) where they can pick them up.
10. Festival volunteers can be allowed through the entry gate if they have not already checked in at the Volunteer Check In.
11. Main Street employees will wear Red wristbands; these wristbands allow them to access their place of employment.
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CASH PICK-UP:
1. Cash will be picked up throughout the day and at the end of each volunteer shift. You will find pictures of KAC staff who are authorized to pick up cash on your clip board. Absolutely, under no circumstances hand cash to anyone else. If you have any concerns, call Uta at 435.241.8765.
2. Communication: You will have a radio at each gate. Use Radio Channel 5 to contact accounting staff and Volunteer Manager.
4. Wristbands: Radio Accounting if you are down to 1 bundle of wristbands.
5. Large amount of cash in drawer to be picked up by accounting staff. Radio Accounting.

SHIFT CHANGE, OUTGOING:
1. Stay until the new shift of volunteers has been trained and you are relieved. Accounting team member or gate coordinator will close the cash drawer at the end of each shift.
2. Return all unused wristbands to original box and cash to drawer.
3. If you are working another volunteer shift in another area, please report back to the Volunteer Check In.

GATE CLOSURE/END OF DAY:
1. Stay until relieved. A member of the accounting team will meet you and close/approve the cash drawer.
2. Wait for pick-up of drawer unless given other instructions by Accounting.
3. Tidy up area.

IMPORTANT:
Our goal is to sell a wristband to everyone! If you encounter someone that wants to go on Main Street without buying a wristband, please say the following:

The Arts Festival is a ticketed event. It is the largest fundraiser of the year for the Kimball Arts Festival and all proceeds go directly to our arts programs.

Arts Festival Info:
- There are over 220 artists
  - 12 different visual arts categories, such as ceramics, drawing, fiber, glass, jewelry, etc.
- We have 3 beer gardens with live music
- Food Truck Round-up at the top of Main Street – 4 food trucks
  - Bruges Mobile: Belgian Style Waffles, Frites & Sandwiches
  - Saucey Skillet Food Truck: High Quality Comfort Food
  - Banj Mi Time: Vietnamese Sandwiches
  - Black’s Sliders: Sliders and Fries
- Kid’s Area Activities
  - Squirt gun art project
  - clay creations
  - create your own wind catcher
  - participate in our interactive sculpture
- The $12 wristband is valid for the entire weekend

We really appreciate your support and your contribution to this very important Park City non-profit.

If someone still does not want to buy a wristband, let them know there are street ticket sellers if they change their mind and they must stay on the sidewalk since the Festival is a ticketed event.