

Security - Operational Procedures

Opening Rules

1. Arrive at fair grounds at **5:30 PM**. All volunteers are asked to park on the grass near the North entrance of the church. You will be charged \$2.00 to park, which can be reimbursed at sign-in.
2. Go to the side of barn to the information booth to sign-in and receive a food coupon (for a minimum 4 hour shift), as well as a reimbursement for parking. You will also receive a nametag, which must be worn at all times. The soda tents will give you bottled water all night (while you are working) when wearing a festival nametag.
3. At the information booth, you will also receive a radio to communicate to other security people, the ticket booths, casino, and police officer assigned to the festival.

NOTE: Briefly show the 2nd shift volunteers what to do if they are not familiar with the booth.

Operation

- The task of security is to provide a safe and healthy visit to the festival.
- Security volunteers – **Do not confront unruly patrons**. Call for back-up from festival staff and/or police personnel.

Additional General Rules:

1. Festival campus is now a non-smoking campus. There is a designated smoking area near the beer and wine garden.
2. If someone falls or gets injured, please go immediately to the sign-in booth and ask for an incident report – to be completed by festival personnel.
3. Strobe lights will light up if there is an unusual emergency for example, a lost child. Wait to find out the details from a security guard.

Closing Rules

- Return the radio back to information booth.