



## RAH | Model Check In Attendant

**ROLE:** RAH | Model Check In Attendant | 3 Volunteers

**HOURS:**

4/18/17 | Tuesday | 8am - 5:30pm  
4/19/17 | Wednesday | 8am - 5:30pm

**OVERVIEW:**

Your job is to sign models into the category they would like to be photographed in on the Model Waiting Lists for each category. Models will check in with you when they are ready to be "rented." Models will show you their model card so you can verify their age. You will sign them in on the sign-up sheet (see attached example) for the category they are dressed for. It is your responsibility to manage this list. Ensure that models are going out on shoots by working with the Model Runner to assign models to attendees. The model runner will come to you for the category they need. In that category, call out the next name. You will cross the model(s) name off of the sheet. See attached map for your specific location. Crew Members must be friendly, helpful, and knowledgeable about the RAH rules and regulations.

**RESPONSIBILITIES:**

- Ask model to see their model card and what category they would like to be photographed in; HOWEVER, if they request fashion but are dressed for bridal - they must be placed in the bride/wedding category. Use your best judgement on this.
- Must make sure all age requirements are being upheld (see PROCESS below).
- Manage the list in each category - cross off names when model is checked out.
- Work with the Model Runner to ensure that models are being "rented".
- If models have been sitting for a long period without being checked out, work with RAH crew to get models into shooting bays, classes, or begin sending multiple models for each photography group.

**PROCESS:**

- Check in Model Process
  - Ask model to see their model card
  - Ask what category the model would like to model in (determined by wardrobe, styling, & age)
    - If under 18- check the "under 18" column on the list and let them know they cannot be rented without their guardian accompanying them
    - Under 18 CANNOT go into glamour/boudoir category
    - High School Senior category is for models ages 15-19
  - Add their name to the list under the specific category
  - If categories begin to fill up, you will use your judgment to suggest other categories that you think would lend to the models look



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- Check out Model Process
  - Model Runner will tell you what type of model they need
  - Find the next name on that category list and call it out
  - When model comes to you, tell the Model Runner the name of the model so that they can write it down on their form
    - If under 18, guardian must be present. **DO NOT** let them leave with the model runner
  - Cross off the name of the model

### STATION-SPECIFIC NOTES:

- ***What if the model does not respond when you call their name?*** Try calling their name again. If they do not respond, write "NR" next to their name and move on to the next name on the list. Add anyone who doesn't respond to the bottom of the list.
- ***What if there are no models on the list for that category?*** Move on to their 2nd category choice
- ***What if their 2nd choice is unavailable?*** Let the Model Runner know, and the Model Runner will communicate to the attendee that they have the choice of selecting another category, or to come back later.
- ***What if an underage model does not have their guardian with them?*** They cannot be rented.
- ***When is a category "full"?*** Generally if there are more than 15 models waiting in one category.
- ***What if a model wants to be in a "full" category?*** Use your best judgement, being mindful of which categories are being rented out the most.
- ***What if I don't know the answer?*** Connect with Krystal.