



RAH | STATION #1 ATTENDANT

ROLE: RAH | Station #1 Attendant | 1 Volunteer

HOURS:

4/18/17 | Tuesday | 9am-12pm Reopen 1:30pm-5:30pm

4/19/17 | Wednesday | 9am-12pm Reopen 1:30pm-5:30pm

OVERVIEW:

This is where attendees will come to pick up their RAH Model Request Form (see attached example), fill it out, and ask questions about the RAH process, rules and regulations. Crew Members must be friendly, helpful, and knowledgeable about the RAH rules and regulations (see attached). Part of your job is to ask the attendee if they would like to "Rent-A-Human". If they would like to participate you will hand them the RAH Model Request form and, help them fill it out (when necessary). You will be responsible for answering any questions they have, and explaining the next steps in the process. You will direct them to get in line at station #2 to submit their form and rent their model. Advise the attendee that they can rent models by turning in their form during the hours of 10am-12pm and 2pm- 5:30pm. See attached map for your station's location.

RESPONSIBILITIES:

- Answer any questions that attendees may have about the Rent-A-Human process, rules, and regulations.
- Hand out RAH Model Request forms, and help photographers fill them out as needed.

PROCESS:

- Asks the attendee if they would like to Rent-A-Human.
- Hand them a RAH Model Request form, tell them to fill it out completely. Explain as needed
 - Start with the group leader. You'll need at least 2 members in your group. 5 is the max.
 - Pick your 1st choice from column A, and check 1 category from column B for your 2nd choice.
 - We need group leader's signature and initials from all other group members.
 - Bring the completed form to station #2 (line starts at the end of the ramp). Have your photo ID ready.
 - You'll have 1.5 hrs with your model, if after 4:30pm, inform them all models must be returned by 6pm.
- Answer any questions attendees ask.
- Direct them to where they can submit their RAH Model Request form (station #2), and let them know they can rent models from 10am-12pm, and 2pm to 5:30pm on Tuesday and Wednesday. All models MUST be back by 6pm.

STATION-SPECIFIC NOTES:

- ***What if Group Leader's ID doesn't match?*** Tell them that they cannot participate in the program without a valid photo ID that matches their RAH Model Request form. This is to help protect our models.
- ***What if I have 6 people in my group?*** You can only have a total of 5 people in your group. Split your group.
- ***What if I only don't have a second group member?*** You need a minimum of 2 people in your group to rent a human. Make a friend.
- ***Can I get a specific model?*** No. You can only specify gender and category.
- ***Can I get a different model?*** No, there are no exchanges.
- ***Can I take out more than 1 model?*** No, you will only get more than one model if you are requesting a family, bride and groom, engagement or same-sex.
- ***Where do I get my model?*** Direct the attendee to get in line on the ramp where they can submit their completed RAH Model Request form at station #2.
- ***Where do I return my model?*** You will return your model to station #3 in the Terminal Atrium on the right hand side.
- ***When is the latest time that I can rent a model?*** The last time that you can submit your RAH Model Request form is 5:30pm. All models MUST be returned by 6pm.
- ***What happens if a model is returned late?*** The entire group will not be allowed to participate in the Rent-A-Human program for the remainder of the event.
- ***Is there a limit to how many times I can rent?*** You can rent as many times as you want between the hours of 10am-12pm and 2pm-5:30pm.
- ***What if I brought my own outfit?*** After you get your model, you can decide if you want a wardrobe change. We are not responsible for getting your clothes on models. Whatever clothing your model leaves in- your model must be returned in.
- ***What if I want to rent the same model again after my 1.5 hrs?*** No. You must fill out a new form, and submit again.
- ***What if the categories that I want are not available at the time that I submit my form?*** Communicate to attendee that they can choose from another category, or wait for the next available model in your category.
- ***How many categories of models are there?*** The program is split into 13 categories - Wedding, Engagement, General Portrait, Bride Alone, Groom Alone, High School Senior, Babies, Children, Family, Fashion, Fitness, Glamour/Boudoir, Same-sex - this allows photographers and models to work in their perspective fields.
- ***What do I do if they refuse to sign the RAH Model Request form?*** Tell them they are not allowed to participate in the program. Per the rules and regulations of the program all participants must sign or initial the form.
- ***What if I don't know the answer?*** Connect with Krystal.