

shutterfest₂₀

GOODIE BAG LOCKUP

ROLE:

Goodie Bag Lockup | 6 Volunteers

HOURS:

4/13/20 | Monday | 2pm-8pm (6 Volunteers)
4/14/20 | Tuesday | 6am-6pm (3 Volunteers)
4/14/20 | Tuesday | 6am-2pm (3 Volunteers)
4/15/20 | Wednesday | 8am - 1pm (2 Volunteers)
4/15/20 | Wednesday | 1pm - 6:30pm (1 Volunteer)

OVERVIEW:

Goodie Bag Lockup is where attendees will come to get their goodie bag after registration or throughout the conference. See the attached map for your specific location. Only attendees staying in the ShutterFest room block from April 13th - 15th (or 3 nights) at Union Station or Hilton Ballpark will be on the hotel attendee list to receive a goodie bag. In order to be on the hotel list, **attendees must add their names to the hotel room by April 10th**. Attendees must show their ID AND their name must be on the hotel attendee list to receive a goodie bag. IDs must match the name on our goodie bag list. NO EXCEPTIONS!

RESPONSIBILITIES:

- Distribute goodie bags and any collateral to attendees (with valid ID) whose names are listed on the hotel attendee list. Mark off their name as you go.
- You will be responsible for managing, updating and storing your hotel attendee list.

PROCESS:

- There will be 4 bays at the Goodie Bag Lockup. At each bay, there will be 1 front person (taking IDs and marking off names) and there will be 2 runners (stocking goodie bags for each bay).
- As attendees are coming to an open bay, the front person will ask to see attendee's photo ID and check Attendee's photo ID against the hotel attendee list.
- Once the name is found on the list, highlight their name.
- Back person, will continue stocking bags for each bay and prepping each goodie bag with **flash drives, and any other information/collateral given to hand out**.

STATION-SPECIFIC NOTES:

- ***I did put my name on the room, why is my name not on the list?*** Goodie bags are ONLY given to attendees that have their name on the hotel room at either Union Station or Hilton Ballpark before April 9th, booked in the ShutterFest room block for a minimum of 3 nights. NO EXCEPTIONS.
 - Please ask attendees the 3 following questions:
 - 1) "Did you add your name to your room through the hotel on or before April 10th?"

CONTACT INFO: Alissa Zimmerman | 618-304-7848

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- IF the attendee's name was added to the hotel room AFTER April 10th, let them know that we cannot give goodie bags to people added to hotel rooms after the cutoff date. This information is posted on the lowdown page, FAQ, and ShutterFest group.
- 2) "Are you booked from April 13th - 16th (or 3 nights within the ShutterFest room block)?"
 - Attendees MUST be booked for a minimum stay of 3 nights to receive a goodie bag.
- 3) "Is your hotel room booked within the ShutterFest room block?"
 - Attendees' rooms MUST be booked within the ShutterFest room block to receive a goodie bag.
- IF they have answered YES to all 3 questions, have them get their reservation information from the hotel and bring back to Goodie Bag Lock UP for proof.
- IF they answer NO to any of the 3 questions, they are NOT to receive a goodie bag. This information is posted on the ShutterFest lowdown page, FAQ, and group.
- **Can I pick up more than 1 bag? (for a friend/roommate etc.)** **NO.** 1 person, 1 bag. Everyone MUST show ID.
- **What if they've already picked up a bag?** Tell them they have already signed for their goodie bag. Each person gets 1 one bag, no exceptions!