



## Off-Site Excursion Attendant

**ROLE:** Off-Site Excursion Attendant | 5 Volunteers

**HOURS:**

4/14/20 | Tuesday | 10:00am - 1:30pm & 2:00pm - 5:30pm

4/15/20 | Wednesday | 10:00am - 1:30pm & 2:00pm - 5:30pm

**SHUTTLE DEPARTURE TIMES (Tuesday & Wednesday):**

1st Excursion Class:

Union Station departure time: 10:30 AM (be at bus by 10am)

Excursion departure time: 1:00 PM (head back to the bus at 12:30pm to get ready to check people back in)

2nd Excursion Class:

Union Station departure time: 2:30 PM (be at bus by 2pm)

Excursion departure time: 5:00 PM (head back to the bus at 4:30pm to get ready to check people back in)

**OVERVIEW:**

The event will be shuttling out attendees and models for on-location excursion classes twice a day at 5 designated parks/locations. You will be responsible for managing the registered attendees heading to 1 excursion location. Roll call will be taken for all of the attendees signed up for the class before leaving for the excursion. At the event, you will be given a site map, rules & regulations, permit and/or booking information for your assigned location to bring with you on-site.

**RESPONSIBILITIES:**

- Check off attendees as they enter the bus on your attendee roster sheet.
- Make sure all attendees are registered for this class and location that are getting onto the bus.
- Make sure attendees know the rules of the location, times and bus pick up location for your designated excursion.
- Assist instructor, if needed during shoots.
- Attendees should be getting back on the bus 15 minutes prior to bus departure time.
- Ensure your assigned bus leaves to and from the location on time.
- In case of emergency, call 911.

# shutterfest<sub>20</sub>

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## PROCESS:

- Meet in front of your assigned location's bus (each bus will be labeled with its destination) 30 minutes prior to departure time. Buses will be parked in front of Lombardo's Trattoria on 20th Street.
- Check off attendees as they enter the bus (a roll call sheet will be given to you at the event).
- While at the location, make sure that all attendees and models are following the rules and regulations (rules & regulation sheet will be provided at the event).
- Stay with group - assist with shoot, if necessary.
- Communicate departure time to attendees while on bus and pickup location.
- Make sure attendees start loading up 15 mins prior to departure from location (It has been communicated to attendees, that if they are not on the bus by the departure time, they will be left at the location and will have to find their own way back to Union Station).

## STATION-SPECIFIC NOTES:

- ***How do I know what bus is ours?*** You will be assigned a location prior to the event. Each bus will have a sign stating its location.
- ***What if an attendee tries to get on the bus that is not registered for the class?*** Explain to attendees that only pre-registered attendees can go to the off-site locations. Each bus is at capacity.
- ***What if we have room to take more attendees, can I allow random attendees onto the excursion?*** NO. All attendees must be accounted for and registered for the class. This is for the model's, attendees' and the event's safety.
- ***How do I know the pickup and dropoff locations of our bus?*** Your pickup and drop off location is designated on the sheet attached.
- ***What if I do not know the answer?*** Connect with Alissa.
- ***What if the Speaker, Attendees, Vendors, etc are not following park rules and guidelines?*** Contact Alissa immediately.