

ROLE: RAH | Model Runner | 1 Volunteer

HOURS:

4/14/20 | Tuesday | 10am - 5:30pm

4/15/20 | Wednesday | 10am - 5:30pm

OVERVIEW:

Your station opens at 10am. See the attached map for your specific location. Crew Members must be friendly, helpful, and knowledgeable about the RAH rules and regulations (see attached). It is your job to take the RAH request form (see attached example) from the RAH booth attendant back to the model check in attendant to retrieve the selected model for the group leader. The model check in attendant will give you the name of the model for you to write at the bottom of the form. You will walk the model back to the group leader. You will also be responsible for filing the RAH request form.

RESPONSIBILITIES:

- Collect RAH request forms from Station #2 Attendant, retrieve models from model check-in, write down models name & time on the RAH Model Request form, and deliver the model to the group leader.
- File the completed RAH Model Request form after the model is delivered to the group leader.

PROCESS:

- Collect RAH Model Request form from RAH Station #2 Attendant
- Walk the form back to Model Check In
- Ask Model Check In Attendant for the type of model needed
- When model arrives, write down models name and time on the RAH Model Request form
- Sign your name or initials in the "approved by" line
- Walk the model back with the RAH request form to the group leader
- Tell attendee to return model to Station #3 in 1.5hrs or by 6:30pm, if after 5pm.
- File RAH Model Request form alphabetically by model's last name

STATION-SPECIFIC NOTES:

- ***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.
- ***Can I get a different model?*** No, there are no exchanges. You can return your model at station #3, fill out a new form, and get in line to rent a new model.
- ***Where do I return my model?*** You will return your model to the RAH Station #3 located at the beginning of the Terminal Atrium on the right.



RAH | Model Runner

- ***When is the last time that I can rent a model?*** The last time that you can submit your RAH request form is 5:30pm. All models must be returned by 6:30pm.
- ***Is there a limit to how many times I can rent?*** You can rent as many times as you want, RAH is open from hours of 10am-1pm and 3pm-6:30pm. We stop accepting forms at 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 the group leader that they can choose from another category, or come back
 - If they choose to select from a different category, you will add their selection to their RAH request form and follow process.
- ***What if I don't know the answer?*** Connect with Krystal.