

shutterfest₂₀

RAH Off-Site Model Attendant

ROLE: RAH Off-Site Model 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 RAH Station 3 by 10am)

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

2nd Excursion Class:

Union Station departure time: 2:30 PM (be at RAH Station 3 by 2pm)

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

OVERVIEW:

The event will be shuttling out attendees and models for on-location excursion classes, occurring twice a day, at 5 designated parks/locations. You will be responsible for managing the models participating in your assigned excursion classes. Roll call will be taken for all models, before they leave for the excursion and on the way back from 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:

- Model roll call. You will need to meet your models 30 minutes prior to shuttle departure times.
- When leaving for the excursion, check in each model on the model roster provided to you at the event. Ensure you have the correct models for the class.
- If a model has not shown up, find Krystal at Rent-A-Human for a replacement.
- Once you have your 5 assigned models, you will walk them to your assigned bus.
- While on-site, make sure models are following the rules & regulations.
- While on-site, assist models on shoots and be present for any issues that could arise.
- When heading back to Union Station, meet at the shuttle bus 30 minutes prior to departure time. Models should be getting back on the bus 20 minutes prior to the bus departure. If models are not on the bus, call them, their phone number will be on your roll call sheet.
- If a model does not show up on the bus and does not answer their phone. Notify Krystal IMMEDIATELY.
- In case of emergency, call 911.

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PROCESS:

- Meet at Station 3 in Rent-A-Human area for model roll call.
- Check in the assigned models for your class.
- Walk your assigned models to the correct bus and get on the bus.
- Communicate to models that they need to meet back at the bus 20 minutes prior to bus departure time, heading back to Union Station.
- Ensure models and attendees are following the park rules and regulations.
- Before departure to Union Station, be at the bus 30 minutes prior to meet models for roll call.
- Take roll call as models are coming back to the bus. Ensure that all models are on the bus.
- If a model is not back at the bus on time, please call the model. If they are not answering, notify Krystal immediately.
- Walk models back to Rent-A-Human and drop-off roll call sheet to Krystal.

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 do I do if the model doesn't return to the bus?*** Call the model, phone number is listed on roll call sheet. If the model does not answer, contact Krystal immediately.
- ***What if a model doesn't show up to go to the location?*** Connect with Krystal at RAH to find a replacement model.
- ***What if an attendee tries to bring a model who is not assigned to this class, can I allow them on the bus?*** NO. For 2 reasons, 1) All models must be accounted for and assigned to the class. This is for the model's, attendees' and the event's safety. 2) Each bus is already a max capacity.
- ***How do I know the pickup and dropoff locations of our bus?*** Your pickup and drop off location is designated on the map. The bus will pickup and drop off at the same location at the same times for both days.
- ***What if I do not know the answer?*** Connect with Krystal.