



RAH | Station #2 Attendant

ROLE: RAH | Station #2 Attendant | 3 Volunteers

HOURS:

4/14/20 | Tuesday | 9am - 5:30pm

4/15/20 | Wednesday | 9am - 5:30pm

OVERVIEW:

RAH is open from the hours of 10am-1pm and 3pm-6:30pm. Station 2 is where attendees will hand in their RAH Model Request forms to "rent" models. You must be friendly, helpful, and knowledgeable of the RAH rules and regulations (see attached). Your job is to collect the RAH Model Request forms, check photo ID, review the form for accuracy and completion, and pass the form to the Model Runner. You will also be responsible for enforcing the RAH program rules and answering any attendee questions. You will collect forms from the hours of 10am-1pm and 3pm-5:30pm.

RESPONSIBILITIES:

- Collect RAH Model Request form & photo ID
- Make sure Group Leader's name matches photo ID
- Review RAH Model Request form for accuracy
- Hand RAH Model Request form to the Model Runner
- Enforce program rules
- Answer attendee questions as needed

PROCESS:

- Call the next person in line over to you.
- Collect the RAH Model Request form and review the form for accurate information:
 - Check date
 - Make sure Group leader and contact information is on the form
 - Make sure there are at least 2 members per group and a maximum of 5 (including group leader)
 - Make sure they have only selected one category from column A and one category from column B
 - Make sure it is signed by the group leader
 - Make sure all group members have initialed the bottom of the form
 - Verbally remind group leader to return model to RAH station #3 in 1.5 hrs or if it is after 5pm - **ALL MODELS MUST BE RETURNED BY 6:30pm**
- Give RAH Model Request form to the Model Runner and repeat process.



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STATION-SPECIFIC NOTES:

- **What if Group Leader's ID doesn't match?** 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 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 family, bride and groom, engagement, or same-sex.
- **Where do I return my model?** You will return your model to the RAH Station #3.
- **When is the last 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 6:30pm.
- **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, RAH is open from the 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. No waiting.
 - If they choose to select from a different category, you will add their selection to their RAH Model Request form and follow process.
- **How many categories of models are there?** The program is split into 13 categories - Wedding, Engagement, General Portrait, Bride, Groom, 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?** 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.