

# Admissions Coordinators

This is a two-person job.

## Responsible for:

- Overseeing worker schedule provided by Show Chairs and arranging coverage for any unassigned times.
- Creating and maintaining a pleasing appearance of admission table, including hanging of guild banner on front of table.
- Collecting admission fees.
- Handing out show books (with viewer's choice ballots, from Prize Coordinator, inserted).
- Having a sign-up sheet for people interested in the guild, with our guild flyer available for the taking (see signup sheet attached).
- Maintaining a bank during the event (and coordinating with Treasurer).
- Reminding attendees to submit their ballots for viewer's choice as they leave (box provided by Prize Coordinator).
- Overseeing guild member Sign-In/Sign-Out Sheet to track hours on Saturday and Sunday (from Set Up Coordinator).
- Providing summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

## Items needed:

- Table (usually provided by venue)
- Cash box and starting money (provided by Treasurer)
- Sign for door and table with admission fees (provided by the Interior Signage Coordinator)
- Two hand stamps (one for each day) and ink pad (good idea to moist towelettes on hand)
- Sign-up sheet and guild flyers for potential new members (see attached)
- Pens for you to use (not to give out)
- Tablecloth
- Flowers or some sort of decoration for table
- Dish of hard candy
- Hand sanitizer
- Basket and sign for recycling programs
- Scissors, tape, paperclips, pushpins, etc.

## Comments:

It worked out well if one person took the money and the other person handed out the Show Book and stamped hands.