

Participant/Will Call Check-in Table

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

- When a person comes to the table, ask if they are a participant (volunteer, performer, workshop teacher, presenter, etc.) or a donor (will call). Then ask for their name. If participant... get the **Participants** list. If donor... get the **Will Call** list.

Participants:

1. The **Participants** list goes from A to Z by last name, including where and what hours they participate. See if there is a check next to their name in the **Wristband Received** box. If they're on the list and no check in the **Wristband Received** box, give them an **orange** wristband and program, **put a check in the Wristband Received** box and tell them they need to put their wristband on now. Skip step 2 and go to step 3.
2. If the name is not on the list or there is a check next to their name, contact Peggy Hinsman (cell: 541-285-5345) about this person. ****Do not allow anyone in who is not on the list or who already has a check by their name.****
3. If this is a performer/workshop leader/presenter, show them where the CD sales table is. On the program, show them how to get to the room they will be in first, and also the Green Room and the Instrument check-in room.
4. Remind volunteers to get their **Volunteer** badge 5-10 minutes before they volunteer and remind them to return the badge to this table when they are done volunteering.

Will Call:

1. The **Will Call** list goes from A to Z by last name or company. If their name isn't listed, ask if they are from one of our sponsors, and if so, which one (don't reveal sponsor names).
2. Is a check next to their name? If there is a check or if their name isn't on the list, read Step 2 in the **Participants** instructions. If their isn't, check on the list to see if they are to receive mugs/magnets. Find their envelope with their name and if they are listed to receive mugs/magnets, look under the table for the bag with their name. Give them the envelope and bag. The envelope contains wrist band(s), depending on the level of donation. Tell them that they need to put their wristbands on. Give them a program.

When You're Finished With Your Shift:

- Give these instructions to the next volunteer at this table and ask them to read them. Share the wisdom you have gained in being this volunteer by giving them advice. Return your volunteer badge to the Volunteer Check-in table.

Thanks for Volunteering!