

STAFF POLICIES

Dear Potential Purple Door Staffer,

We appreciate your interest in serving on staff at Purple Door. It would be impossible to produce this event without dedicated volunteers like you. Our prayer is that the Lord will bless you as a result of your involvement in this ministry.

This policy manual has been put together as an overall job description for Purple Door Staff. Please read it carefully so you will be fully aware of what is expected of you.

When you arrive at Purple Door, please report immediately to the Staff Area at the main gate for further information. Your staff assignment will be sent to you in via email or regular mail approximately one week before the event. If you don't receive it, we will give you your assignment when you come to the Staff Area.

Please remember the leadership of the festival in prayer as we plan this year's event.

Chris Strayer – Producer

Tim Eddings – Program Coordinator

Fred McNaughton – Staff Supervisor

1. STAFF QUALIFICATIONS

- a. Must be at least 15 years of age.
- b. Must completely fill out the STAFF APPLICATION!
- c. Must agree to follow all Purple Door Staff Policies.
- d. Must agree to serve all assigned shift(s).
- e. Must have a teachable, Christ-like spirit.

2. ATTITUDE

- a. The attitude of the staff is immensely important. Let everything be done displaying the love of Jesus.
- b. Each staff person should interact with attendees of the festival as kindly as possible, regardless of the circumstances.
- c. Please refer difficult problems or important decisions to your Supervisor.

3. COMMITMENT

- a. Each staff person must commit themselves to giving their best to the glory of God.
- b. Each staff person must commit to working at least one shift.
- c. Each staff person must work every shift assigned or risk being billed the full amount of a festival ticket.

4. RESPONSIBILITY

- a. Each staff person will be responsible to the Supervisor in their work area. If you have any problems or questions, please do not hesitate to talk to your Supervisor immediately. It is very important that all staff obey those in charge. No decision should be made without consulting the Purple Door Staff.
- b. Each Supervisor is directly responsible to the leadership of the Festival which includes the Staff Supervisor, Administrator and Producer.
- c. Ultimately, we are all responsible to do our best for our Lord and Savior, Jesus Christ.

5. EXPECTATIONS

- a. Each staff person is expected to work a minimum of one 5 hour shift, in exchange for one registration ticket at the reduced rate of \$20.00.
- b. Some Staff persons may choose to help Set-up the grounds prior to the event and to help dismantle afterwards. Individuals interested in working set-up and tear-down MUST sign up specifically for that job, in addition to their Festival Job. The set-up days may begin several days before the festival. Tear-Down starts

immediately after the Festival has concluded Saturday night. If you sign up and work for one shift during the festival on Saturday and one shift of tear-down, you will receive free admission to the festival. All Staff qualifications (including the 15 year old cut-off for staffers) also apply to set-up and tear-down. Keep in mind that if you do not fulfill your COMPLETE staff obligation, you will be leaving those around you with an extra burden.

6. NO DRUGS

All illegal drugs are prohibited on the Festival Grounds. Drug abuse will not be tolerated under any conditions. Anyone suspected of possession or use will be immediately reported to event security and leadership.

7. NO ALCOHOLIC BEVERAGES

No alcoholic beverages be allowed on the grounds under any circumstances. If at any time they are displayed publicly or intoxication is evident, it should be reported to security immediately.

8. NO SMOKING

No smoking is permitted on the Festival Grounds.

9. RELATIONSHIPS

- a. Please do not use your position on staff to attract or manipulate relationships with the opposite sex.
- b. Remember that you are representing Purple Door and the Lord. Please refrain from physical contact (hugging, kissing, etc.) that would be deemed inappropriate.

10. RACISM

All men and women are one under God. Purple Door will not tolerate any racial slurs or discrimination based on race, color of skin, or national origin. Neither will discrimination or sexual harassment of the opposite sex be tolerated.

11. FIRST AID

- a. First Aid will be available for the duration of the event. (All major cases will be referred to the hospital.)
- b. Get in touch with First Aid staff for any medical problems. If you are attending a dire situation send someone reliable for help. Always appoint an individual to go for help rather than say to a crowd, "Someone get help".
- c. As a member of staff there are a few things you need to keep in mind:

It is better to prevent medical problems than deal with the consequences. You can help with this by recognizing unsafe conditions and asking those responsible to correct the situation. AND Eat sensibly and drink plenty of WATER!

12. LOST AND FOUND

All lost items should be taken to the Main Office. In the event that someone loses something, direct them to the main office.

PURPLE DOOR

STAFF POSITIONS

This is a list of jobs and descriptions. Please refer to this when filling our your staff application. Thank you.

Box Office: Must be comfortable with sales and making change with cash. You'll be one of the first representatives to meet festival-goers, so a pleasant, but efficient approach is vital.

Entrance Gates: Scan tickets and check wristbands at the walk up entrance of Purple Door.

Ground Security: Help maintain order throughout the festival grounds.

Stage Security: Help keep aisles clear and insure proper conduct around the stages during performances.

Medical (First Aid): We have a need for nurses and certified EMT's. This is a position for treating medical situations and emergencies that occur on grounds. There will be an ambulance on call.

Stage Crew: Limited positions available. Previous staffers chosen first. Make sure to make a second choice on your staff application. Load-in and set-up sound and lights, and band gear. Assist with changing band gear, etc.

Merchandising: Help sell artist and speaker merchandise such as tapes, t-shirts, and books. Also, sell event t-shirts. Located near main stage.

Trash/Water: One of the most important jobs at the festival. Help keep the grounds clean, and provide our staff with water.

Press/Office: Limited positions available. Previous staffers chosen first. Make sure to make a second choice on your staff application. You will be answering questions of festival goers at the office. In the press area, you will be greeting members of the media. You **MUST** be friendly and good with people.

Set-up: Get the whole thing started by helping to "build" the festival from the ground up. Build the main stage, clean up the grounds, etc. This job should be in addition to your "during event" duties.

Tear Down: One of our biggest needs is to tear down the festival after everyone else leaves. Help tear down the stage and clean-up immediately following the event.

PURPLE DOOR

ARTS & MUSIC FESTIVAL

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