

## **Access to the ConFest Site prior to the start of the Festival.**

### **Forword.**

Volunteers are necessary and appreciated to assist in the setup of ConFest and the ConFest projects. Unfortunately untimely arrival can result in disorganization.

This document is an attempt to organize the on site staff required for the build of the Festival. It is likely that this document will undergo many changes before a truly satisfactory process is developed. In anticipation, thank you for your patience.

**Note:- Tickets must be paid for prior to entering the Site Front Gate.**

## **Access Process**

### **1. From a ConFest Meeting.**

Permission to gain access to the site can be obtained from the ConFest meeting. The ConFest meeting will negotiate with on site staff in order to provide access to the site.

### **2. Via the Contact Manager. Tel 0400 944 448**

Before leaving home, a volunteer wishing to access the Site could contact the Contact Manager and indicate their requirements. During the nightly telephone call, the Contact Manager will attempt to arrange for permission to access the site and the next day, the Contact Manager will inform the volunteer of the result.

If accepted, the volunteer should proceed to the site and at the front gate, call the Gatekeeper via the front gate two-way radio.

The Gatekeeper will attend the front gate, collect the ticket money, issue a token that can be exchanged for a ticket when the ticket gate opens and let the volunteer in.

### **3. Negotiate at the Font Gate.**

A Volunteer arrives unannounced at the Festival Site and calls the Gatekeeper from the front gate radio.

The Gatekeeper responds, receives the Volunteers request and after explaining the situation to the Volunteer instructs them to wait outside the gate until their access to the site is either granted or refused.

The Gatekeeper liaises with the Project Managers, one of whom may accept the Volunteer and surrender one Access Voucher to allow the Volunteer to access the Site. The Gatekeeper records this in the Entry Log Book. If no Project Manager accepts the Volunteer then the Gatekeeper must inform the person of the result and refuse entry.

If the Volunteer is accepted then the Gatekeeper sells the Volunteer a Site Crew ticket (\$10 ) or if the person has no Site Crew Voucher, he or she is sold a full price ticket (\$70). In both cases the Gatekeeper issues a **Ticket Payment Receipt** marked with the amount of the sale.

No vehicle is permitted through the front gate until all occupants have paid the full amount for their tickets.