

SOUVENIR SALES

DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!

1. Check in at the Information Table located outside the Library/IMC. Get your name tag and your assigned location. If you are working the first shift, you will also need to pick up a cash box.
2. T-shirts are available in sizes Small thru 3XL and are \$12.00 each.
3. Hats are one-size-fits-all and are \$10.00 each.
4. Posters are available for \$1.00 each.
5. This is a cash only event. We will make exceptions for GBS band parents only and they can make checks payable GBSIL.
6. **NEVER LEAVE YOUR CASH BOX UNATTENDED.** The GBSIL Treasurer will check periodically and collect money. There are instructions in the cash boxes but if you have any problems or are in need of money, contact the Information Table for assistance.
7. When you need additional stock, please contact the Jazz Fest Chair or Information Table or send a student to the other souvenir table (by Auditorium or near Bookstore) to get the items you need if they are available.
8. If any problem develops that you cannot handle, send one of our student volunteers to the Information Table for assistance. We also have the services of a GBS security staff person in the building for Jazz Fest. Please write a brief description of the problem on the incident form at your station. Note your name and time of the incident. This is extremely important for Mr. Wojcik should an incident occur.
9. If you are working the last shift, please remain at your post until the Jazz Fest Chair goes through any final instructions and clears you to leave. **It is critical that remaining items for sale and the cash box are never left unattended.**
10. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your name tag.

Thanks very much for your help at Jazz Fest!