

TICKET SALES

Do Not Let People Enter While a Band is Performing!

Wait until one selection is finished and the band is between numbers.

DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!

1. The first shift of the day will be stocked with a generous number of programs and wrist bands. Each person taking over the shift must check to see if the programs need to be replenished. Please go to the Jazz Fest Headquarters in the Library/IMC to pick up more programs, check with other Ticket Sales tables or contact the Information Table for assistance.
2. Admission is \$10.00 for adults; \$5.00 for children under 12, students, and seniors over 65; and \$25 for a family package (2 adults and 2 children). Paid admission is good for all performance rooms all day.
3. GBS teachers and staff are admitted for free but need a wristband. Please write down their names on paper provided.
4. Put a wristband on each person that paid the admission (they must be worn, not carried). Give **one free program book for each paying individual or family group**. All other persons must pay one dollar (\$1.00) per program book. Band members and chaperones with wrist bands as well as GBS Parent and Student Volunteers must also pay one dollar (\$1.00) for each program book.
5. Jazz Fest Parent and Student Volunteers are admitted to any performance room for free if they are wearing their event nametags.
6. It is important that you **check every person entering your performance room** to see if they have a wrist band or are wearing a badge.
7. Encourage students who are hanging around the halls to go into the performance rooms and listen to the bands. Attempt to control the noise level in your area.
8. This is a cash only event. We will make exception for GBS families to pay with checks (made out to GBSIL). If other families want to pay by check, please send them to the Information Table or contact the Treasurer. We don't want to prevent parents from watching their kids perform.
9. **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 to get assistance.

10. 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.
11. If you are working the last shift, please remain at your post until the last band has exited. Bring the cash box and all materials at your post back to the Jazz Fest Headquarters in the Library/IMC. Give the cash box to either the treasurer or the Jazz Fest Chair. **It is critical that remaining items for sale and the cash box are never left unattended.**
12. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

Thanks very much for your help at Jazz Fest!