

# FESTIVAL HANDBOOK

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## MEETINGS & WORK SHIFTS

There are a minimum of three membership meetings per year. These are mandatory meetings. The mandatory meetings are held in the fall (to approve the budget, select committee members and elect jurors for the coming year), in the spring (to prepare members for the summer festival), and in August (to elect new board members for the following year). These meetings are published in the monthly newsletters with dates and times.

If unable to attend a mandatory meeting, an artist must choose a representative to attend the meeting and shall authorize the representative to vote for the artist via proxy, should a written ballot be necessary. The artist's representative shall sign in for the artist and initial as a representative. ***It is the artist's responsibility to keep informed of all decisions made at a general or mandatory meeting.*** (Please refer to your Calendar for times, dates and locations.) If an artist or their chosen representative fails to attend a mandatory meeting, a half demerit will be applied to the artist.

### **SUMMER WORK SHIFTS AND SUBSTITUTES:**

Each exhibiting member, or approved designate, is required to work approximately six hours weekly during the summer show. If an artist is unable to appear for their work duty, it is the artist's responsibility to find a replacement from the LAAF's approved list, available at show opening. The artist shall notify their Grounds Manager of the replacement's name and phone number as far in advance as possible, but a minimum of 24 hours before the shift.

You may ask LAAF to hire a substitute for the summer for a fee of \$725, due at the time of the request (see Work Shift Form in the Forms section of the artist packet to make this request). This \$725 covers the payment for hours worked and the service fees charged to LAAF by the hiring agency for handling our employment details.

You may also hire someone personally, in which case you are responsible for paying them directly. The suggested minimum payment is \$72 per shift. **Any substitute for a work shift must have completed the training for that position.** If an artist or the artist's designated replacement fails to show on time for a work shift, an approved substitute will be hired by LAAF. The artist shall be held responsible for full payment and will be billed for the amount of the work shift and a handling fee (\$90.00). A half demerit for the missed work shift will be applied to the artist. If you are going to be late, call and speak to the Grounds Manager on duty so they can make sure you are temporarily covered, and not need to hire a substitute. A sign-in sheet will be provided for work duty at the check-in area. Each scheduled artist or designated substitute shall sign in at least 15 minutes before the assigned work shift.

## About Work Shifts...

The weekly six-hour work shifts you are required to work are the everyday jobs that run the show. Your work shift is the same day and time every week (for example: Security on Friday AM, or Wrapper on Sunday PM).

### **WHAT JOB WOULD BE BEST FOR ME?**

LAAF places **Security** at both the front and back gates, and roaming throughout the grounds. Security is a very important position; you must be prepared to inform and enforce our grounds rules and show procedures. You must be willing to politely confront customers if necessary.

The **Maintenance** crew sees that the show grounds remain clean and orderly. You must have fair physical mobility as you may be called on for occasional janitorial duties.

**Entry Security** is an information giver and enforces our gate entry procedures. You must be friendly, outgoing and cheerful, as well as decisive and sometimes firm.

**NOTE:** The above three security positions may be asked to swap tasks at the discretion of the Grounds Manager, and all should be fluent in English.

## More about work shifts, cont...

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The **Kiosk** is a very important position. The kiosk is located on the sidewalk at the very front of the festival grounds, and your responsibility is to converse with each passerby and encourage them to visit our show. You will be giving information and answering questions. The person handling this position must be outgoing, person-oriented and very interactive. No wallflowers here. Since this job requires significant knowledge of the Laguna Art-A-Fair, generally returning artists will be assigned this task.

The **Grounds Manager** is the “in-charge” person on each shift. This person must be able to manage staff and handle plenty of activity. You must be aware and informed of LAAF procedures and rules. Grounds Managers must have good physical mobility as you may end up fixing flags on the roof or shoring up our weather tarps or rewiring the electrical for a pod of booths. This is not a position for the faint of heart. The show needs strong leadership on every shift. This position is by invitation or interview only. If you’ve not been a Grounds Mgr. before and feel you’d be suited to this task, let the Business Mgr know (Rosemarie Rush, 714-310-0452, [rush@allfastinc.com](mailto:rush@allfastinc.com))

The **Wrapper/Information** position works out of the sales booth. You must be able to handle an active atmosphere, take direction well, be good on the phone, be a team player, and not afraid to multi-task. This position has significant customer interaction and can certainly keep you hopping. It can be fun and energizing! Fluent english and physical mobility is a must.

Daily **Adult Workshops** are held in the central gazebo. These workshops are for students 16 and older, are geared for beginning- to intermediate-level artists, and have a fee associated with them. Adult workshop instructors are selected from applications submitted in the fall. We use a variety of media to complete a successful workshop schedule. Artists hosting workshops must be very people friendly, patient and have good teaching skills. You will be required to set up for all your needs as well as clean up the workshop area entirely upon completion of the work shift. Adult curriculum is set by the instructor, and supplies are provided by Laguna Art-A-Fair. If you might be interested in teaching a workshop in future years, watch for the Workshop Call for Entries in the fall season.

### **HOW DO I SIGN UP FOR MY SHIFT?**

The required form for shift selection is found in the Forms To Be Returned portion of your artist’s packet. You may also download the form from the web site ([www.art-a-fair.com](http://www.art-a-fair.com)). Work shift selections are made on a first-come-first-served basis, and are due NO LATER than Jury Day for returning artists (see the Calendar of Events for specific date), and April 1st for new artists.

### **I HAVE A DAY JOB, AND AM AN ARTIST PART TIME – WHEN CAN I WORK?**

Shifts are assigned on a first-come-first served basis, but weekend work shifts will be prioritized for those with no week day availability.

### **THIS ISN'T A “REAL” JOB, SO IT'S PROBABLY NOT THAT BIG OF A DEAL, RIGHT?**

WRONG! Again, these jobs are what keep the show running every day during the season, so this is a very real job for you as a Laguna Art-A-Fair exhibitor. When you are scheduled for your shift you must show up on time, do what is required, be helpful if needed to perform any extra tasks and do a good job. When someone who is scheduled for a shift does not show up, the others on the shift have to carry the load and the Grounds Manager must scramble to find a replacement. Not incidentally, an \$90.00 fine is assessed for each work shift “no show” to cover the cost of hiring a replacement.