



Complete, sign & return to AAF office by March 13
Mail to: PO Box 547, Laguna Beach, CA 92652

WORK SHIFT REQUEST FORM

The following work shifts will be assigned for 2018:

- Grounds Manager** This is the "in charge" position for the shift. Grounds Managers are responsible for running a smooth and efficient work shift. Must have good people/time-management skills. This position is by invite or interview only.
- Wrapper/Info** Must speak English fluently, have good phone skills and be able to handle the loud speaker. Must be able to multi-task, work quickly and efficiently, and keep work area clean and clutter free. Must have good physical mobility. If you have been a cashier in the past please consider this position. One daily Mid Shift is available.
- Entry Security** Must be pleasant and able to greet customers and answer questions about Laguna Art-A-Fair. This position may swap occasionally with Maintenance & Security upon discretion of the Grounds Manager.
- Kiosk** A very important job! You are the public's first impression of Laguna Art-A-Fair. Must be very out-going, personable, people-oriented and interactive, with a good working knowledge of LAAF.
- Maintenance** Responsibilities will include keeping the grounds presentable and assisting the Grounds Manager with a variety of tasks. This position may swap occasionally with Entry Security & Security upon discretion of the Grounds Manager.
- Security** Responsibilities will include checking packages, controlling parking areas, and maintaining a visible security presence on the grounds at all times. This position may swap occasionally with Entry Security & Maintenance upon discretion of the Grounds Manager.
- Shift Times** Sun-Thurs AM shifts are 10-3:30pm, PM shifts are 3:30-9pm. MID shifts are 12-6pm.
Fri & Sat AM shifts are 10-4pm, PM shifts are 4-10pm, MID shifts are 12-6pm.
Not all work assignments have a mid shift availability—Wrapper has a daily mid-shift available. Security may or may not have one weekly mid-shift available (12-6pm). All workers are expected to arrive 15 minutes prior to shift start times.

All exhibitors are required to perform a 6-hour work shift each week the show is open. Your given shift will be on the same day and at the same time each week for the duration of the show. If you do not wish to do the shift yourself you have two options: hire someone to do the shift for you, or pay LAAF in advance (\$750) to hire a substitute on your behalf. Please use the form on the reverse to indicate your choice of option. If you hire someone personally, you are responsible for paying them directly. The substitute will be assigned a 6-hour shift and must attend the training session for that job. Substitutes must be at least 16 years of age and must be **pre-approved** by the Business Manager. They will be expected to show up for work on time and abide by the LAAF rules. If they miss a shift you will be charged, as LAAF will need to hire someone to replace them.

UNIFORMS: In order to maintain a consistent and recognizable presence, Grounds Mgrs and all Security &/or Maintenance workers are expected to wear a "uniform" of black pants/skirt/long shorts and white collared shirt (polo style is acceptable and most popular) and vest (supplied). Anyone wishing to purchase their own vest may do so at the May mandatory meeting. Security vests are red. Grounds Mgr. vests are black. All workers of all tasks must wear close-toed shoes.

On the reverse, please list your (or your substitute's) three choices for shift, day and time, in order of preference. We will do our best to give you a shift of preference. However, there are no guarantees that you will get any of your choices. You (or your substitute) must attend any training sessions required for your shift. Training Day will be held **Saturday, June 23, 2018.** Shifts assignments are made on a first-come-first-served basis (not by seniority).

If you need a temporary substitute you must let your Grounds Manager know ahead of time. Substitute lists will be made available after show opening. You are responsible for making arrangements for the substitute to cover you and must pay them directly. The recommended minimum rate is \$72/shift. If LAAF has to hire someone to cover for a missed shift you will be charged **\$90.00 per incident.** All substitutes must have attended the annual training session for their particular job.



FOR OFFICE USE ONLY
Last Name: _____
Date Received: _____

Name: _____ # of years at LAAF: _____

Address: _____

Phone: _____ email: _____

Previous workshift experience at LAAF _____

- I will be personally working my own work shift. Below are my assignment and scheduling preferences:
- I will personally hire someone to work my summer shift for me. Below are my substitute's scheduling preferences. Sub's Name: _____ Sub's Phone: _____

Work Assignment Choice (please list three in order of preference)

1st choice _____

2nd choice _____

3rd choice _____

**Day and Shift Time Slot Preference
(please list three in order of preference)**

1st choice _____

1st choice (circle one) AM MID PM

2nd choice _____

2nd choice (circle one) AM MID PM

3rd choice _____

3rd choice (circle one) AM MID PM

- I would like LAAF to hire someone to work my shift **Enclosed** is my check for \$750 (required w/ form)
- I would like LAAF to pair me with a staff member to work my summer shift for me, whom I can pay personally (suggested minimum rate of \$72/shift).