

Info Booth: At a Glance

Your shift, start to finish. Keep this with you.

You are the friendly answer to “where do I go?” Help people find their way and keep the day running smooth.

What You’re Here For

- 1 Answer questions.** Sched, volunteer shifts, where things are. The festival guide is your best friend.
- 2 Take in lost and found.** Log it, then place it in the lost and found bin.
- 3 Log schedule changes.** Write down what a facilitator or camp tells you.
- 4 Keep radios charged.** Make sure they’re plugged in. That’s your part.

Lost and Found

- Log every item, then place it in the lost and found bin at the booth.
- **Phones, wallets, and IDs are different.** Log them, then set them aside for BODOD to carry to the gate that night.

Schedule Changes

- Write the change in the Schedule Change Log.
- **Andrea Silva, Brian Urbon or Fae Nyx** will check in & make updates in Sched.
- You note it. They make it live. The schedule is never edited from the booth.

The Radios

- Your job: keep them plugged in and charging.
- Signing radios in and out is handled by Volunteer Leads, BODOD, and Navigators.
- The radio log lives in the Info Booth binder. You just know where it is.

REMEMBER

Anything unusual? Your Volunteer Lead has it.

A question you can’t answer, a tricky lost-and-found call, a driving ask you’d rather pass on: your Lead is right there. You’re never on your own.