

Byron Writers Festival 2017

Access (Green Room)

Supervisor

Green Room Supervisor

Role Requirements

- The Green Room is a private space for our authors and presenters to gather. We need to therefore protect that space from the general public. This access point is the main entry to the Green Room and is accessible by a swipe pass only.
- Volunteers in this role are required to give access to the appropriate people and guide the general public away from the Green Room and towards the approved Festival access.
- This role is critical to ensuring the wellbeing of our authors and presenters and requires volunteers who are both assertive and welcoming.

Responsibilities

- Consult with supervisor.
- Be familiar with the Festival site.
- Inform non-patrons that access is only for authors and presenters.
- Allow authors and presenters wearing a green lanyard access to the Green Room.
- Allow approved festival crew access to the Green Room. Crew are identified by a green lanyard.
- Do **not** allow media into the Green Room area. Media are identified by a red lanyard.
- Do **not** allow general public into the Green Room.
- Refer to the guest list if someone unauthorised wants to enter the Green Room area. If their name is not on the list, contact Cherrie Sheldrick at Box Office.