



# CREW APPLICATION/REGISTRATION FORM

Registrations CLOSE - 5pm Monday 29<sup>th</sup> March

(Please note that cutoff for booking meals or crew shirts is 5pm Thursday 18th March)

## 1. CONTACT INFO – YOUR DETAILS

First name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Day time phone: \_\_\_\_\_ After hours phone: \_\_\_\_\_  
 Age group (must be at least 15 years old)  15-17  18-30  31-50  51+

Please supply ALL the above information if available

## 2. EMERGENCY INFO – WHO DO WE CALL?

Emergency contact person's name: \_\_\_\_\_ and phone number: \_\_\_\_\_  
 Doctors Name: \_\_\_\_\_ and phone number: \_\_\_\_\_  
 Your specific medical condition(s)?: \_\_\_\_\_

## 3. HAVE YOU BEEN RECRUITED BY A TEAM LEADER FOR 2010?

YES – Who?  
 NO – how did you hear about Easterfest?

## 4. WERE YOU ON CREW FOR EASTERFEST 09?

YES – Which team were you on?  
 - Who was your team leader (if known)?  
 NO

## 5. When do you want to help at Easterfest?

### DURING THE FESTIVAL

Will you be a full time or part time crew member?

- **FULL Time** – you are available to help whenever we need you. Full time staff are offered a range of benefits (determined by your team leader) including free camping and cheaper crew shirts. A minimum commitment of Friday 2<sup>nd</sup> to Sunday 4<sup>th</sup> is required\*.
- **PART Time** – you are available for a dedicated shift or day\*. You will receive a FREE day pass for the day of your shift - so after you have helped out for a while you can go enjoy the festival!

**FULL TIME** Friday 2<sup>nd</sup> to Sunday 4<sup>th</sup> April   
 OPTIONAL\* Thursday 1<sup>st</sup> April   
 Monday 5<sup>th</sup> April

**OR**

**PART TIME**

Thursday 1st	<b>All Day</b>	<input type="checkbox"/>	<b>One Shift</b>	<input type="checkbox"/>
Friday 2nd		<input type="checkbox"/>		<input type="checkbox"/>
Saturday 3rd		<input type="checkbox"/>		<input type="checkbox"/>
Sunday 4th		<input type="checkbox"/>		<input type="checkbox"/>
Monday 5th		<input type="checkbox"/>		<input type="checkbox"/>

\*We are in desperate need for crew to help on Thursday and Monday. Any help would be greatly appreciated!!!

## BUMP IN & BUMP OUT

We always need helpers during our set up and pack down times (called bump in and bump out – don't ask us why!). There are no free festival passes offered for those who help only during bump in or out, but we have a whole heap of fun! Think hard work but good times.

BUMP IN	Wednesday 24th	<input type="checkbox"/>	BUMP OUT	Monday 5th	<input type="checkbox"/>
	Thursday 25 <sup>th</sup>	<input type="checkbox"/>		Tuesday 6th	<input type="checkbox"/>
	Friday 26th	<input type="checkbox"/>		Wednesday 7th	<input type="checkbox"/>
	Saturday 27th	<input type="checkbox"/>		Thursday 8th	<input type="checkbox"/>
	Sunday 28th	<input type="checkbox"/>			
	Monday 29th	<input type="checkbox"/>			
	Tuesday 30th	<input type="checkbox"/>			
	Wednesday 31st	<input type="checkbox"/>			
	Thursday 1st	<input type="checkbox"/>			

Additional Comments:

## 6. AREA OF INVOLVEMENT

Please let us know your top 4 choices for the area you would like to help out in (only answer this question if you said NO to question 3). This doesn't guarantee you will be placed in any of these areas but we will do our best.

# 1, 2, 3 or 4

Superstore	<input type="checkbox"/>	—	Our store where we sell artist merchandise and other products
Information	<input type="checkbox"/>	—	Where people go to get answers
Box Office	<input type="checkbox"/>	—	Ticket sales and exchange of presale tickets
Fleet	<input type="checkbox"/>	—	Running our headline artists and guests around the place
Security and Gates	<input type="checkbox"/>	—	Crowd management, checking armbands and other fun stuff
Cleaning	<input type="checkbox"/>	—	Rubbish pick up and food court table cleaning etc
Site	<input type="checkbox"/>	—	Handy folk needed (you don't have to be a plumber or a builder!)
Crew Catering	<input type="checkbox"/>	—	Feeding the masses (or a couple hundred crew anyway!)
First Aid	<input type="checkbox"/>	—	Patch them up and send them back out to the good times
Registration	<input type="checkbox"/>	—	Making sure the right people get the right passes
Car parking	<input type="checkbox"/>	—	So many cars to park...
Backline Distribution	<input type="checkbox"/>	—	Transport and storage of stage and artist equipment
Camping	<input type="checkbox"/>	—	Controlling the chaos that is the campground!
Easterfest Kids	<input type="checkbox"/>	—	A big kid at heart?? This is for you! Blue Card required.
Stage Management	<input type="checkbox"/>	—	Keeping stages and artists running on time
Audio	<input type="checkbox"/>	—	Controlling the noise!
Lighting	<input type="checkbox"/>	—	All the pretty lights...

## 7. EXPERIENCE AND SKILLS

First aid (you will need one of the following to help in first aid)

- Medical Doctor
- Registered nurse
- Paramedic
- Current first aid certificate

Driver's license (you will need one of the following to help in fleet)

- C Car
- LR Light rigid
- MR Medium rigid
- HR Heavy rigid
- HC Heavy combination
- MC Multi combination

- Fork lift license
- Suspended work platform
- Current blue card (child)
- Electrical
- Plumbing
- Carpentry
- Security license
- Traffic control license
- Retail computer skills (eftpos, computer point of sale etc)
- Audio
- Lighting
- Other/details on skills:

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## 8. CREW SHIRT – ONLY AVAILABLE IF PRE-ORDERED & PRE-PAID BY 5pm THURSDAY 18th MARCH 2010

The only way to get your Easterfest 2010 crew shirt is to pre-order and pre-pay for it! We will not have any shirts available for general sale at the festival. Shirts are a standard size fit. Slim fit styles are available for women and standard fit for men and women. Please book your shirt(s) below and pay on receipt of your crew acceptance notification (cash, credit, direct deposit or credit cards accepted).

Price: \$ 8.00 for Full Time Crew  
\$15.00 for Part Time Crew

Slim Fit Sizes (Ladies Style):

Adults Regular Sizes:

QTY	QTY
8	XS
10	S
12	M
14	L
16	XL
	XXL
	3XL

## 9. CREW MEALS

All crew are able to purchase meals for **\$12 per day per person** (regardless of which meals are actually required on any given day). **Families are \$24 per day** and include children 15 years and under if both parents are working as full time crew. You will need to pre-pay your meals before the cut off date (cash, credit, cheque and direct deposit accepted). If you wish you can bring your own meals in to the crew area and eat with the rest of the crew. Soft drinks are also available for purchase.

**Crew meals can only be booked or changed up to 5pm, 18 March 2010.** You will need to have paid for whatever you are booked in for before this point to 'lock in' your order (not negotiable). Meals are transferable. Water, tea and coffee will always be available for all crew at no cost in the crew shelter. Seconds of meals not necessarily available but portions will be generous.

Breakfast – Available for crew living onsite – includes cereals, toast and whole fruit.

Lunch – Light meal i.e. salad roll, hot dog, foccacia etc.

Dinner – Main meal i.e. beef stroganoff, sweet and sour pork, roast, bangers and mash etc and dessert.

Due to the numbers of crew being catered for, we are unable to offer options or look after specific dietary requirements. If you are not sure that you are able to work with our catering menu you are encouraged to provide your own meals and utilise the crew shelter and microwave.

### MEALS REQUIRED

- JUST ME!  
 ME AND MY FAMILY  
 Adults x  
 Child 5 – 15yrs x  
 Child under 4yrs x

**Full Time Crew** All Meals while Onsite

**Part Time and Full Time Crew** Only Certain Days

BUMP IN	Saturday 4th	<input type="checkbox"/>
	Sunday 5th	<input type="checkbox"/>
	Monday 6th	<input type="checkbox"/>
	Tuesday 7th	<input type="checkbox"/>
	Wednesday 8th	<input type="checkbox"/>
	Thursday 9th	<input type="checkbox"/>
EASTERFEST	Friday 10th	<input type="checkbox"/>
	Saturday 11th	<input type="checkbox"/>
	Sunday 12th	<input type="checkbox"/>
BUMP OUT	Monday 13th	<input type="checkbox"/>
	Tuesday 14th	<input type="checkbox"/>

\*\* Crew meals are ONLY available for people volunteering as crew members, and are only available on days that they are registered as crew.

## 10. BRIEFING TIME

All crew are required to attend a short briefing meeting (max 30mins) before the festival commences. Details on available briefing times will be made available close to the festival.

## 11. ACCOMMODATION

FULL TIME CREW MEMBERS are able to camp for free in the Easterfest camp site but must register for camping.

Tick here if you would like to register for free camping in the Easterfest camp site (full time crew only)

PART TIME CREW MEMBERS are able to upgrade their single day pass(es) to a 3-day pass with camping for an additional cost. Please contact the crew manager (Heather) to upgrade – [crew@easterfest.com.au](mailto:crew@easterfest.com.au) or phone 07 4638 3911

OTHER ACCOMMODATION – Other accommodation is extremely limited and is generally available only to full time crew members who are involved with bump in and bump out.

Tick here if you think you may qualify for other accommodation and detail your situation below:

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I AGREE TO THE GUIDELINES SET OUT IN THE ATTACHED CREW MANUAL

## IMPORTANT STUFF TO REMEMBER

1 – You must pay for your booking for CREW MEALS and CREW SHIRT'S by 5pm on THURSDAY 18<sup>th</sup> March.

2 – CREW REGISTRATION closes at 5pm on MONDAY 29<sup>th</sup> March - so get this form back to us before then!

## PRIVACY POLICY

Easterfest's privacy policy is available from our web site at [www.easterfest.com.au](http://www.easterfest.com.au). We will mainly communicate with you throughout the year via email newsletters, and you can request to be removed from this list at any time. We will not distribute your personal information to any third parties, except to the leader of your team who may need to contact you prior to Easterfest 2010.

**Got questions or need help with the form?** Call us on 0746 383911

**So you have finished filling out this form... WHAT NOW!**

You need to get this form back to us quick smart!

**Email:** [crew@easterfest.com](mailto:crew@easterfest.com) (save the form as a new file and attach it to an email)

**Fax:** 07 4632 6921

**Post:** Easterfest Crew, PO Box 2090, TOOWOOMBA, QLD, 4350

**Drop in:** 9 Thomas Street, Toowoomba, QLD, 4350

OR **GIVE IT BACK** to the team leader that gave it to you!

## MEALS AND T-SHIRT PAYMENT

Are you submitting this form via fax or post and want to provide your credit card info for your meals and shirt order?

**We don't suggest you complete this section if you plan to email this form to us (it's just not safe!)** – but it is a great way to get the payment side of things organised up front if you are going to post, fax or hand deliver this to our crew department.

Easterfest will provide you with a tax invoice for your order with your crew acceptance email. We will not deduct any payment from this card until we receive confirmation from you to authorise the payment or if the payment is equal or less than the limit you have authorised.

If you change your order before the cut off date and a refund is due, it will be processed within 14 days after the festival.

### Credit Card Payment

Visa      Mastercard

Card Holders Name: \_\_\_\_\_ Authorised amount \$ \_\_\_\_\_ or less

Card Number: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ Card Holder Signature: \_\_\_\_\_

Payments will be processed from early January onwards and will appear on your statement as Aust Gospel Music Festival.

# PRE-EVENT CREW MANUAL

Thanks for offering your time and skills to help make Easterfest 2010 an amazing festival. Easterfest could not have become the event that it is without the hundreds of crew members that have been involved over the past 11 years!

Presented here are some important details that you need to be aware of before you sign up for and arrive at Easterfest.

As a crew member you are a representative of Easterfest. You could be the first crew member that a member of the public meets, so smile and make them feel welcome.

**By submitting your application/registration for Easterfest crew you agree to follow and abide by the guidelines set out in this manual.**

## QUALIFICATIONS

You must be at least 15 years of age to work on crew at Easterfest. Some roles will require specific licenses/qualifications ie fork lift drivers etc.

## CREW EXPECTATIONS

- As a crew member it is expected that you fulfill your duty associated with your position. Unreliable crew members will be released from their duties and any future opportunities.
- Please be polite with all band members, crew, and festival patrons at all times.
- Easterfest is a festival based on Christian values and it is important that your involvement in the festival reflects these values. We understand that everyone is in a different place regarding these issues but we ask that you are respectful of the variety of Christian viewpoints that will be represented at the festival.
- Please treat everyone, from Easterfest crew, the public and artists, with respect. If issues arise that cannot be courteously resolved please contact your team leader.
- If any issues arise and you are unable to perform your role at any time during the festival, contact your team leader as soon as possible so that alternative arrangements can be made.

## SMOKING, DRUGS AND ALCOHOL

- **EASTERFEST IS A DRUG AND ALCOHOL FREE SITE. NO EXCEPTIONS.** Any person found intoxicated or in possession of alcohol will be removed from site.
- The Easterfest precinct is a non smoking area. Smoking areas are available outside the Easterfest precinct or within the crew area. Smoking is permitted inside the crew area, however please consider others and stay at least 10 meters away from any entrance to a tent, site shed or shipping container.

## ACCESS

- The camping area is for campers only. If you are not camping please do not enter the camping area unless you are instructed to do so by your team leader.
- The backstage areas of all Easterfest venues are very busy and congested. No one is allowed backstage unless they work on that stage or have festival business with that stage.
- The green room area is a private place for headline artists to relax without being hassled. **Do not enter the green room area** unless instructed to do so by your supervisor.
- If you are working in a position that is with or around artists, please do not abuse your position by asking for autographs or allowing your family and friends access to artists or restricted areas. This type of position is a privilege, not a right.

## COMMUNICATIONS

If you are issued with a radio, take good care of it. If you abuse it, it will be taken away. Radios and replacement batteries can be collected from the communications centre near the crew shelter. You will only receive a radio if your team leader has requested one for you.

## BUMP IN & OUT

- A high visibility jacket/vest must be worn at all times during bump-in and bump-out. You may also be required to wear a high visibility vest on certain jobs if you are crewing during the event (e.g. traffic crew). Vests are available from the crew registration counter at the box office
- **Closed-in shoes are required during bump-in and bump-out.** Closed-in shoes may also be necessary for certain areas during the event.
- During bump-in and bump-out, forklifts, cars and trucks will be driving through the Queen's Park site. Please be aware of these vehicles.

## SITE SAFETY

Site safety is a very important part of crewing at Easterfest. During the setup and pack down stage of the festival, Queen's Park is classed as a construction site and therefore these site safety procedures must be followed:

- During the event free earplugs will be available for all crew working in a venue with loud amplified music.
- Free sunscreen will be available to all crew - so slip on a shirt, slop on sunscreen, slap on a hat and shade your eyes.
- All crew will receive a free bottle of water upon registering for the first time at Easterfest, please keep this bottle for the duration of the event. Crew water refill stations will be located throughout the site.
- Please don't lift anything over 20kg by yourself. If something seems too heavy then it is. Ask for help if you think a task is going to be difficult.
- All vehicles driving on site are limited to 5kph. This is to keep dust levels and park damage to a minimum and also to ensure the safety of on-site crew. Vehicle hazard lights must be on when driving on site. Traffic should be restricted to the ring road - enter from Margaret Street and exit onto Hume Street.
- Tractors, scooters, quad bikes etc. are not to be used by anyone except authorised crew members. Rubbish tractors are only to be driven by the rostered drivers.
- For health and safety reasons we ask that you wear gloves if you are picking up rubbish or changing bins. These are available at the crew registration desk.
- All electrical equipment used on-site must be tested and tagged before going on site.
- **If you are concerned about your's or another's safety at Easterfest please immediately contact your team leader or event coordinator.**

## EMERGENCY

**If an emergency is immediately life threatening call 000 then contact the call centre; if the emergency is not life threatening simply contact the call centre.**

- The first aid tent is located inside the Entry Pavilion near the main festival entry.
- During bump-in and bump-out, contact the call centre for a first aid person to meet you at the first aid tent or at the incident.
- A qualified Queensland Ambulance officer will be on duty at the first aid tent during festival hours.
- Due to health regulations we are unable to give out painkillers. Please ensure you are well stocked with paracetamol if you know you may need some. Paracetamol will be on sale at the Superstore.
- In the event of an emergency situation, an emergency warden in each of the festival precincts and venues will be empowered to stop a show or evacuate a venue only if there is an immediate physical danger to attendees, artists and crew.

## PARKING

Unfortunately crew car parking is not available on Queen's Park. Please don't park on the local residential streets surrounding Queen's Park as thousands of car parks are available in the Toowoomba CBD and are just a few minutes walk to the festival.

## COMPLAINTS/COMPLIMENTS

- If you receive positive or negative feedback about the festival please refer the person to the information desk.
- All festival operation issues should be referred to the call centre. Call centre will then inform you if you need to forward the complaint to Information. If you are unsure of what to do you should contact the call centre.

## SECURITY

If you encounter a problem with hard to handle people, do not attempt to handle the situation by yourself. Call your team leader, security or a police officer to manage the problem.

## MEDIA

Hundreds of media representatives attend Easterfest. It is important that all media seeking stories, updates or even just comments are directed to the media team. If you are unsure of how to best direct a media representative to the Easterfest media team, contact the call centre.

## DISCRIMINATION, SEXUAL HARASSMENT & ABUSE

Easterfest is committed to a safe, enjoyable and non-discriminatory event. No person is expected to tolerate any discrimination, sexual harassment or abuse of any kind. If you witness or are the subject of any discrimination, sexual harassment or abuse of any kind please immediately contact Heather Woodcraft, Crew Manager.