

SCHEDULING COMMITTEE

The Scheduling Committee shall consist of three persons, one of whom is designated as chairperson, and one of whom is designated as Door Squad Sub-chairman.

The Scheduling Committee shall be responsible for:

- A. Overseeing the scheduling of all workers involved in those activities benefiting the entire festival including, but not limited to:
 - 1. Door Squad
 - 2. Ticket Sales during the festival
 - 3. Workers/Entertainers
 - 4. Wristband booth for beer/wine.
- B. Collecting data for and preparing a master schedule to include the areas listed above.

The committee shall:

- A. Prepare the schedule in such a way to avoid overlapping times by member organizations.
- B. Make decisions, with the approval of the Executive Committee, concerning the number of persons needed for each activity per shift, the number of doors being used, etc.
- C. Meet prior to the February meeting to prepare a rough draft of the schedule for approval of the Executive Committee.
- D. Meet prior to the March meeting to finalize the draft to be distributed at the March meeting of the Board of Trustees. (Following the March meeting, the schedule will be considered final.)
- E. Distribute final schedule to member organizations, making sure the members understand their responsibilities, the expectations of compliance, and the penalties for noncompliance.
- F. Prepare sets of instructions for those scheduled for various activities which should include:
 - 1. Duties and responsibilities
 - 2. How to carry out those duties and responsibilities
- G. Check, especially at shift change times, to insure compliance with the schedules.
 - 1. The chairperson shall assign a shift manager(s) or point person to oversee scheduling during the festival.
 - 2. If scheduled workers do not report for duty, an attempt shall be made to find the person(s) scheduled by checking with the delegate from that member organization.
 - 3. If the attempt is unsuccessful, the scheduler (or representative shall find the necessary replacement(s) and report the violation to the President and/or Ethics Committee for the necessary penalties to be assessed. (See section on Fines and Penalties)
- H. Prepare a written report for the meeting of the Board of Trustees following the festival.

Door Squad Sub-chairperson

This member of the Scheduling Committee shall:

- A. Be responsible for control of all doors and exits.
- B. Prepare and distribute written scheduled assignments to all members.
- C. Investigate the facility and obtain a floor plan, showing all doors, their types and locations.
- D. Decide which doors should be used for what purposes, i.e. normal entrances and exits, permanent fire doors, etc.
- E. Coordinate with local fire requirements.
- F. Coordinate with members for accountability of door workers before and during AWAFF.
- G. Assist members in complying with requirements before and during AWAFF.