

Task 5 – Gate entry

The consents issued to run the Festival allow for the gates to open at 12pm. There is no early opening, people arriving early form lines out under the trees between the A & P grounds and the Domain. Once gates open, we try to get people through as fast and efficient as we can. We have a double gate at the front and a single line gate at the back gate. All tickets at the beginning of the event must be purchased prior to getting to the gate from the Red Shed at the front gate. Later in the day the tickets move to the gate area at the front gate.

Tickets can be electronic that have been brought online or manual paper tickets brought through Katch Katikati or on the day. Training will be given on the electronic scanning. There might be a need to add an app to personal phones temporarily to allow ticketing to be efficiently processed.

Tasks

1. Setup at the front gate is gazebos with tables to allow for 4 lanes coming through the gate.
2. Security first do a bag check. No drinks or food are allowed to be brought into the ground.
3. At each lane we need two people, one to scan electronic tickets and one to take paper tickets.
4. Back gate setup is one gazebo with two lanes for tickets, four people over there. EFTPOS ticket sales will be done at the back gate for an initial period.
5. Once numbers coming through have dropped off we can drop to two lanes at the front gate and one at the back gate. And later we can drop down to one lane if appropriate. We don't close of gates until after 5.30pm.

Equipment needed;

1. HI-Vis Vests (if possible, some can be provided)

Man Power;

1. 15 People (at least 8 adults, others can be older teenagers)
2. 1 Team Leader

Duration;

Approx 4 hours – 11am to 5.30pm approximately (no everyone is needed for the whole period)

Donation

\$1,500