

WJHS Walnut Creek Manual 2023-2024

Welcome to WJHS Walnut Creek Team! The WJHS band signed a contract with Walnut Creek to staff concession stands. We could work several different stands ranging from food sales, mixed drink stands, beer stands, and portable water stands. This document contains more detailed instructions and information, including bullet-points of what to expect.

- **Attire:** we must wear black shorts/pants, and closed toed athletic shoes. Hats are optional, but if you choose to wear one it must be WJHS band hat.
- **Arrival times:** varies depending on event but if you are going to be late please inform WJHS coordinator
- **TEAMS Alcohol training:** All adults must attend alcohol training in person, scheduled by walnut creek. **Teenagers members are not permitted to touch alcohol at any time for any reasons.**
- **Potential Earning/Earning calculations:** WJHS-BPA earns an average of sales per event. 10% of those earnings are given to the general band fund. The rest of the money is divided among volunteers that worked the events and are paid by the number of hours worked. Your earnings will be reflected on your monthly statement from the WJHS-BPA. Expect a 1.5-2 month delay in reporting of earnings on that statement. ***All earnings from PNC go toward your child's account even once you've paid your balance. Anything over the balance due will remain in your child's IE account.
- **Scheduling:** done online through our scheduling software, Acuity. Walnut Creek tab Calendar: <https://wjhspncalendar.acuityscheduling.com/>
- **Cancellation Policy:** If you sign up to volunteer for a date and need to cancel without providing a replacement within 48 hours of the event your child's IE account will be charged \$50 for the 1st event and \$100 thereafter. If you experience an emergency the board will take that into consideration.
- **Physical demands:** staff must be able to walk, reach, stand, bend and stoop throughout the shift.
- **Expect the unexpected:** as much as we love to have plans set in stone, we are at the mercy of the staff and their decisions. Sometimes we just have to wing it!
- **We have FUN!** Some events are busy and frustrating but all the time, we just try to enjoy ourselves, remembering that this is for the BAND and our kids. GO WEST!
- **WJHS Walnut Creek Coordinator:**
Katrina Noel-McNeill
schedulingpnc@gmail.com

UNIFORM

- Hats are optional. If you choose to wear it must be WJHS band hat.
- Athletic shoes with black soles
- Black shorts/ pants must be appropriate length and professional looking. No cutoffs, daisy dukes, stretch or yoga pants, or sweats and no stripes or patterns

- Red shirts are provided by Walnut Creek that must be worn and returned at the end of the event. Failure to do so will result in a personal fine from Walnut Creek which will be recouped from you IE account.
- Clear bag policy is enforced
- This is an outdoor event so if you have cooling towels, personal fans, or necessary rain gear. If you bring large cups the stands will refill them with fountain soda for free.
- ***Cell Phones: volunteers are prohibited from using electronic devices of any kind in the stands or carts while working in any capacity. If you must make calls please do so in the break area when you walk in or discreetly in an unseen area.***
- ***Smoking: Please use designated smoke areas. No exceptions***
- ***No one working on behalf of Legends is permitted in the house (seated area) to watch the show, to take pictures at any time or listen to sound check. This is a policy with zero wiggle room.***

PARKING

Walnut Creek is located at 3801 Rock Quarry Road

Parking for each show is designated as either on-site or off-site depending upon the expected crowd size. Whether parking for a show is on or off-site is subject to change, and the coordinator will send that information as soon as it is available.

On-site employee parking is located in the grass lot across from the VIP parking area. You may not park in the VIP lot, even if it is empty!! You will be towed.

Off-site parking is located at Southeast Raleigh High School, 2600 Rock Quarry Road. Shuttle start times and additional information will be provided for each show.

SIGNING IN

Once you arrive at the VIP entrance gate, sign in with WJHS Band, if you are the 1st to arrive you will receive a clipboard to take to the stand. Go through security then head to the shirt stand to get your shirt. Head to the stand and start cleaning/leads. Leads will handle instructors for inventory. All team members should sign the alcohol compliance sheet including the number on the sleeve of the shirt you were assigned. Food is supplied before the show begins for volunteers it seems to be different every show.