

Admissions Committee and Chair

The Admissions Committee works with the Museum Admissions team and Museum Security to ensure a smooth flow into and out of the Fair. The Admissions Chair is responsible for line control and hand stamping for reentry at both the Monte Vista Gate and the Central Gate. Admissions also works with the Guild Information Desk Liaison to staff the Museum with general direction help during the Fair.

The Chair

The Admissions Committee Chair is appointed by the Fair Chair, and is responsible for ensuring a smooth flow into and out of the Fair, as well as helping staff the Museum with general direction assistance throughout the Fair.

Tasks

- Reports progress and problems to the Fair Chair and Museum Admissions and Security.
- Attends all Fair Committee Chair meetings.
- Coordinates with Fair Chair, Staging Chair, Museum Admissions and Security, Heard Visitor Services staff, Volunteer Placement Chair and Corporate Volunteer Chair concerning admission booth placement on Central Avenue and Monte Vista for ADA needs guests, as well as for signage requirements.
- Invites the Fair Chair to strategic committee meetings including wrap-up and initial planning meetings.
- Recruits through Volunteer Placement, Corporate Volunteer Placement and personal efforts. Schedules and trains volunteers to work during the Fair as line control managers, hand stampers and all other required position for that year. There are usually two shifts per day.
- Submits the list of volunteers to the Volunteer Placement Chair for badges to be made. Corporate Volunteer committee will make badges for corporate volunteers.
- Sets up booth on Friday prior to the Fair and cleans out booth at the end of the Fair on Sunday.
- Oversees all aspects of the admissions process during the Fair, including:
 - Training the volunteers.
 - Returning coupons to Heard Marketing staff.
 - Ensuring that line managers direct traffic down the sidewalk, direct customers to the credit card or cash lines, and direct customers to the next available ticket seller inside the booth.
 - Ensuring that hand stampers are available to apply stamps for reentry.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working on this committee.
- At the end of the year, reviews the committee job description posted on the Guild website, updates and sends it to the Fair Chair
- Attends the Wrap-Up Meeting after the Fair. At least a week prior to the meeting, emails the Committee Report to the Fair Chair.

Revised 6/17/2024