



## **DECOR TEAM**

Volunteer Role Date Range: February 1 to March 17, 2019

Hours Required: Minimum 6 hours

Reporting to: Decor Team Lead

Location: Various Venues

The decor team is the hidden magic of the festival, transforming regular spaces into magical environments.

Decor is responsible for assessing venues, then making and executing a plan for installation and removal of puppets and decorations.

### **Before shows:**

- Decor team lead gets list of venues to be decorated, and sets schedule.
- Meet with team lead to look at the venue and make a plan.
- Find out policies regarding attaching to and taping walls for each venue.
- Collect appropriate materials and supplies to hang and secure decoration.

### **Preparing décor:**

- Check-in with decor team lead and sign-in.
- Help decor team lead with creating, loading and unloading of puppets and supplies. Be careful with artwork, masks and puppets.
- Set up/decorate the venue.
- Keep security and safety in mind when displaying items.
- When finished, check in with décor team lead and sign out

### **Clean-up and tear-down:**

- Check-in with décor team lead and sign-in at start of shift.
- Wait until the audience has left the venue.
- Responsible for removing puppets or decorations. Be careful with artwork, masks and puppets.
- Load into vehicle.
- Check the venue. Leave no trace!
- Our goal is to leave venues better than we found them.
- Take decorations and supplies back to where they were collected from.
- Once everything is cleaned and supplies are back, check-in with your décor team lead and sign-out.