

## Clay Fest Job Description

### **Security/Information Chair**

#### Responsibilities

- Create a fair and balanced schedule for the committee work and duties.
- Schedule members for security work for Thursday and Friday (during set-up prior to show opening)
- Have a member on duty for security whenever the building is open during setting up.
- During show hours, Friday, Saturday and Sunday, regular Clay Fest work shift duties will cover security.
- Set-up information table with tablecloth and show maps for the greeter(s) to hand out.
- Conduct a count of the number of people who attend the show, attempting to not count potters and their families and friends, as those folks are not pertinent to this count. Explain to the member conducting the count that the public should be counted once and that re-entry, if recognized as such, should not be re counted.
- For more information click this link, to send us an email : [information@clayfest.org](mailto:information@clayfest.org)

Updated August 2014 - By Roxanne Hunnicutt