

Greeter Manual

Greeting is work. But FUN work. Being a greeter is a wonderful way to volunteer! It gives you the opportunity to give back to the community, and to be the first costumed up friendly faces that people see when they get to PreHeat. The Greeter Station is where the event starts!

As a Greeter, be sure you are familiar with the Greeter Checklist which outlines your basic responsibilities and this Greeter Manual which details all the questions that you will need to ask the people you're greeting. If you decide to be a Greeter, print it, read it... let it be your mantra. This Manual will also go over in detail some things that you will need to know that will not be in the Checklist.

Things to consider:

- **Make the Greeter Station a Theme Camp.** Think of the Greeter Station as Theme Camp Number One. This theme camp changes with each Greeter shift. If you and your camp-mates are covering a shift together, make your Greeter shift a part of your theme camp planning for this year. Throw around ideas with your camp-mates on how to greet in the spirit of your theme camp!
- **Music makes a shift more fun!!!** Music is a part of PreHeat. If you have a stereo in your camp, you are encouraged to bring it down to the Greeter Station for your shift. Just remember that you are responsible for your own stereo equipment and it should return with you to your camp after your shift.
- **Gifts for the Greeters!!** This is one of the things that people like about signing up for a greeter shift. Greeters generally get gifts. Most people know to give gifts to the Greeters, and love to, because they are so happy to be at PreHeat. Greeters do not, however, bully people or make people feel obligated to give gifts. Remember, not all of the people you are greeting will be seasoned Burners, but if PreHeat participants are gifting, you will be the first person they will see. This has been my experience over the years.
- **Bring some Drinks!** You want to make sure that you have enough water to drink. It's been known to happen that greeters receive a lot of cold beers, but no cold water. You should bring snacks and cold water to your shift. PISS CLEAR!!

Things at the Greeter Station:

- **The Walkie Talkie.** The walkie-talkie will not be walking away from the station. It **MUST** stay at the station through the entire event. There will be a list with the channels assigned for Greeter Placer, Rangers, Medical/Fire (PiMPPs), Organizers.
- **The Cooler.** The cooler is there for your beverages and perishable foods. Please take your food and trash with you.
- **The Generator.** This is for lighting, stereo equipment, and other things needed for the Greeter Station only. No exceptions. This generator is not to be messed with. If there is a problem, call the Organizer on the walkie-talkie.
- **Table & Chairs.** The table and chairs are lent to the Greeter Station for the event. These chairs will be returned to the owners in their original condition.

I know, I know... rules, rules, rules... just think of the Greeter Station as your Theme Camp. Take care of it and the things in it like they are your own.

THE MOST IMPORTANT RULE AS A GREETER: HAVE FUN AND MAKE IT FUN FOR THE PEOPLE YOU GREET!

Important Points

1) NO INVITE NO ENTRY. PERIOD.

- a) If someone shows up without a Valid Invite or Receipt they are not allowed entry and must be turned away regardless of their sob story. This rule is due to liability and legal reasons and **CANNOT** be broken. If they refuse to leave call a Ranger and the Organizer (Storm) on the radio to take care of it.

2) POLICE ACTIVITY

- a) If the police show up:
 - i) Call a Ranger and the Organizer (Storm) on the radio.
 - ii) **Be polite**, but **DO NOT LET THEM ON THE PROPERTY WITHOUT A WARRANT.** Do not say anything more than we are having a “private invitation only event” and that you have contacted the event organizer who will be there shortly.
 - iii) **If 911 was called** they must be allowed to enter the property.
 - iv) We will try to take any situation that might involve the police **OFF** the property, so the police do not have an opportunity to enter the event.

3) CELL PHONES AND 911

- a) **Encourage participants to turn their phone off!** Because we are still in cell phone range, there is a chance a participant will try to call 911 or may even accidentally call 911. We need to prevent this if at all possible because as stated above, the police must be allowed on property if 911 is called. The Rangers, PiMPPs, PreHeat organizer, and/or Maddox Ranch Landowner need to be the ones to call 911.

4) PERMITTED PARKING AND GATE PASSES

- a) There are no in/out for the event. If someone has an emergency and needs to leave and come back, there will be a limited number of Gate Passes available. We also would like all vehicles to park in the specified parking areas. This makes more room for camping/playing/etc. However, those individuals sleeping in their cars and those vehicles needed to support theme camp setup/art installations will be given Event Parking Passes or Camp Parking Passes.

5) DOGS & OTHER PETS

- a) **PreHeat is a NO PET event.**
 - i) If they bring dogs, remind them that there are no pets allowed and direct them to the nearest kennel: Mattie's Boarding Kennel: 4324 Deeson Rd, Lakeland, FL (863) 853-8086

- (1) If they absolutely refuse, call a Ranger and the Organizer (Storm) on the radio and keep the participant at the Greeter Station until they arrive or they give you different instructions.
- ii) If they bring any other type of pet contact the PreHeat Organizer (Storm) on the radio to see if an exception can be made.

6) MINORS

- a) If they bring children, must be accompanied by a parent NOT THEIR ADULT BROTHER, UNCLE, or COUSIN unless that person has LEGAL CUSTODY and has the court documents as proof. Make sure they know that THEY are responsible for their children and what their children are exposed to. Children over the age of 2ish must have their own Invite (Use your best judgment on this. There is no reason to interrogate them but if they are trying to pass a child over 3' tall as a 2 year old call a Ranger and the PreHeat organizer for assistance)

7) FIREARMS, FIREWORKS, OR WEAPONS OF MASS DESTRUCTION

- a) Make sure Participants understand these are not allowed on property.
 - i) If they are caught with these items the items will be confiscated and held until the end of the event.
 - ii) If they are caught using any of these items, the Participants will be required to leave the event.

8) SURVIVAL GUIDE

- a) Verify they have read their Survival Guide. If not, then emphasize that they read it for their own safety and the safety of others.

9) CAMERAS (ALL TYPES) & PICTURES

- a) If they have a camera (including cell phones) or video camera, they must initial the top of the Waiver to register their camera
- b) Remind Participants that at all times they must ASK for permission to take pictures, if they plan on publishing on the internet, they must get written permission from the subject of the photo or footage, while they are completely sober.

10)ART CARS & SCOOTERS

- a) All art cars and scooters must have appropriate lighting for night time driving.
 - i) If not, their art car/scooter can ONLY be driven during the day
- b) The owner of the car, NOT the driver, is responsible for the damage or injuries that the art car/scooter might cause.

11)SUPPLIES

- a) Check for food and water. At least 1.5 gallons of water per person per day is recommended.
 - i) If they do not have sufficient supplies tell them to go get food and supplies and then come back. Everyone here is self sufficient. The nearest grocery store is: Publix: 2300 Griffin Rd, Lakeland, FL (863) 858-1146

12)SMOKERS

- a) Same rules apply for cigarettes as for food and water
- b) Make sure they understand it is unacceptable to litter their cigarette butts. They must carry their butts with them. Suggest they carry a cigarette tin.

13)SOUND & CAMPING

- a) **Sound.** Inform Participants with sound that they may not play amplified sound until they have checked in with and received a Sound Permit from the Sound Marshal.
- b) Inform Participants where the "quiet" camping areas are
- c) **Theme Camps.** If Participants have or are with a Theme Camp radio the Greeter Placer of their need for placement

14)TRASH (LEAVE NO TRACE)

- a) Remind Participants this is a LNT event and there are NO trash services.
 - i) **Full trash bags.** Pack it out, take it back to your house or apartment trash cans. Make sure they understand that they do not just dump their trash at the nearest convenient spot.

15)DISAGREEMENTS

- a) Remind Participants to try to resolve it in a peaceful manner, but if that doesn't work they should find a Ranger.
 - i) Rangers will be clearly identified with shirts and badges.

16)SWIMMING

- a) Swim at your own risk. Don't swim alone. Don't swim at night. There are no lifeguards. The land owner is kind enough to let us use the pool **HOWEVER:** Do not use the pool as a shower/toilet facility.

17)WILDLIFE & FARM ANIMALS

- a) There are a lot of snakes, insects, spiders, livestock, and wildlife out there... be careful and respect the fact that they were there before you, and you are having an event in **THEIR** home.
- b) Notify Participants that they may **NOT** feed the livestock.

18)VENDING

- a) There is **NO VENDING.** Participants are not allowed to sell anything at the event.

19)RESPONSIBILITY

- a) Each person is responsible for their own experience at this event.

TURN OFF YOUR CELL PHONES, TAKE OFF YOUR WATCHES... AND WELCOME HOME!!!!

EVERYONE GETS OUT OF THEIR CARS!!!!

Being greeted is a participatory event! Spanks, hugs, and handshakes are encouraged (as per individual boundaries).