



# GROUP CREW APPLICATION/REGISTRATION FORM

Registrations CLOSE - 5pm Monday 6th APRIL  
 (Please note that cutoff for booking meals or crew shirts is Friday 27<sup>th</sup> March)

## IMPORTANT INFORMATION REGARDING GROUP BOOKINGS:

- This form is not suitable for families groups to fill out. Families will need to complete individual forms for each member 15yrs or older. All children under 15yrs should go on a parents form. Email [crew@easterfest.com.au](mailto:crew@easterfest.com.au) if you have questions re family registrations.
- **Everyone in the group needs to be coming to help for the same period of time.** If you have team members that are staying for more or less time please register them separately as individuals.
- **The group leader needs to arrive with the group** and will register the group all together. The group leader will collect all the passes and will be in charge of supervising all members. We suggest that you have 1 responsible adult per 7 under 18 year olds in your group.
- Easterfest will try to **roster members of your group together** on the same shift

## I. GROUP LEADER'S INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Group Name (if applicable): \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_  
 Please supply ALL the above information if available

## 2. GROUP MEMBER'S INFORMATION

Please list below the name, age and contact info for everyone in your group. All group members must be 15 years or over.

	Name	Age	Email	Mobile phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

### 3. HAVE YOU (AS THE GROUP LEADER) BEEN RECRUITED BY AN EASTERFEST TEAM LEADER TO HELP IN A CERTAIN AREA AT EASTERFEST 09?

- YES – Who?  
 NO – how did you hear about Easterfest?

### 4. WERE YOU ON CREW FOR EASTERFEST 08?

- YES – Which team were you on?  
 NO

### 5. WHEN DOES YOUR GROUP WANT TO HELP AT EASTERFEST?

#### DURING THE FESTIVAL

Will you all be full time or part time crew members?

**FULL Time** – your group is available to help whenever we need you. Full time crew are offered a range of benefits (determined by your team leader) including free camping in the Easterfest camp site and cheaper crew shirts. A minimum commitment of Friday 10th to Sunday 12th is required.

**PART Time** – your group are available for a dedicated shift or day. You will all receive a FREE day pass for the day of your shift - so after you have helped out for a while you can go enjoy the festival!

<b>FULL TIME</b>	Friday 10th to Sunday 12 <sup>th</sup> April	<input type="checkbox"/>
<b>OR</b>		
<b>PART TIME</b>	Friday 10 <sup>th</sup>	<input type="checkbox"/>
	Saturday 11 <sup>th</sup>	<input type="checkbox"/>
	Sunday 12 <sup>th</sup>	<input type="checkbox"/>

**All Day**                      **One Shift**

#### BUMP IN & BUMP OUT

We always need helpers during our set up and pack down times (called bump in and bump out – don't ask us why!). There are no free festival passes offered for those who help only during bump in or out, but we have a whole heap of fun! Think hard work but good times.

<b>BUMP IN</b>	Wednesday 1st	<input type="checkbox"/>	<b>BUMP OUT</b>	Monday 13th	<input type="checkbox"/>
	Thursday 2nd	<input type="checkbox"/>		Tuesday 14th	<input type="checkbox"/>
	Friday 3rd	<input type="checkbox"/>		Wednesday 15th	<input type="checkbox"/>
	Saturday 4th	<input type="checkbox"/>		Thursday 16th	<input type="checkbox"/>
	Sunday 5th	<input type="checkbox"/>			
	Monday 6th	<input type="checkbox"/>			
	Tuesday 7th	<input type="checkbox"/>			
	Wednesday 8th	<input type="checkbox"/>			
	Thursday 9th	<input type="checkbox"/>			

Additional Comments:

### 6. AREA OF INVOLVEMENT

Please let us know your 1st and 2nd choice for the area you would like the help out in (only answer if you said NO to question 3). This doesn't guarantee you will be placed in either of these areas but we will do our best.

# 1 or 2

- |                    |                          |   |
|--------------------|--------------------------|---|
| Superstore         | <input type="checkbox"/> | Our store where we sell artist merchandise and other products |
| Security and Gates | <input type="checkbox"/> | Crowd management, checking armbands and other fun stuff       |
| Cleaning           | <input type="checkbox"/> | Rubbish pick up and food court table cleaning etc             |
| Crew Catering      | <input type="checkbox"/> | Feeding the masses (or a couple hundred crew anyway!)         |
| Car parking        | <input type="checkbox"/> | So many cars to park...                                       |

### 7. ACCOMMODATION

**FULL TIME CREW MEMBERS** are able to camp for free in the Easterfest camp site but must register for camping.

- Tick here if you would like to register for free camping in the Easterfest camp site (full time crew only)

**PART TIME CREW MEMBERS** are able to upgrade their single day pass(es) to a 3-day pass with camping for an additional cost.

Please contact the crew manager (Heather) to upgrade – [crew@easterfest.com.au](mailto:crew@easterfest.com.au) or phone 07 4638 3911

**OTHER ACCOMMODATION** – Other accommodation is extremely limited and is generally available only to full time crew members who are involved with bump in and bump out.

- Tick here if you think you may qualify for other accommodation and please detail your situation below:

---



---



---

## 8. CREW SHIRT — ONLY AVAILABLE IF PRE-ORDERED BY 7 MARCH 08

The only way to get your Easterfest 09 crew shirt is to pre-order and pre-pay for it! We will not have any shirts available for general sale at the festival. Shirts are a standard size fit. Slim fit styles are available for women and standard fit for men and women. Shirts are red with a black and white print. Other options are not available. Please book your shirt(s) below and pay on receipt of your crew acceptance notification (cash, credit, direct deposit or credit cards accepted).

Price: \$ 8.00 for Full Time Crew  
\$15.00 for Part Time Crew

Slim Fit Sizes (Ladies Style):

QTY	Adults Regular Sizes:
8	XS
10	S
12	M
14	L
16	XL
	XXL
	3XL

\*\* Color of shirt may change due to stock availability at the time of ordering.\*\*



## 9. CREW MEALS

All Crew are able to purchase meals for \$10 per day per person (regardless of which meals are actually required on any given day). Families are \$20 per day and include children 15 years and under if both parents are working as full time crew. You will need to pre-pay your meals before the cut off date (cash, credit, cheque and direct deposit accepted). If you wish you can bring your own meals in to the crew area and eat with the rest of the crew. Soft drinks are also available for purchase.

**Crew meals can only be booked or changed up to 5pm, 27 March 09.** You will need to have paid for whatever you are booked in for before this point to 'lock in' your order (not negotiable). Meals are transferable. Water, tea and coffee will always be available for all crew at no cost in the crew shelter. Seconds of meals not necessarily available but portions will be generous.

Breakfast – Available for crew living onsite – includes cereals, toast and whole fruit.

Lunch – Light meal i.e. salad roll, hot dog, foccacia etc.

Dinner – Main meal i.e. beef stroganoff, sweet and sour pork, roast, bangers and mash etc and dessert.

Due to the numbers of crew being catered for, we are unable to offer options or look after specific dietary requirements. If you are not sure that you are able to work with our catering menu you are encouraged to provide your own meals and utilize the crew shelter and microwave.

### MEALS REQUIRED FOR THIS GROUP

Individual Adults x

Family groups x

Please list below the adults and children in the combined total of all families in your group.

Adults x

Child 5 – 15yrs x

Child under 4yrs x

**Full Time Crew**

All Meals while Onsite

**Part Time and Full Time Crew**

Only Certain Days

	Day	# of people eating per day
BUMP IN	Saturday 4th	<input type="checkbox"/>
	Sunday 5th	<input type="checkbox"/>
	Monday 6th	<input type="checkbox"/>
	Tuesday 7th	<input type="checkbox"/>
	Wednesday 8th	<input type="checkbox"/>
EASTERFEST	Thursday 9th	<input type="checkbox"/>
	Friday 10th	<input type="checkbox"/>
	Saturday 11th	<input type="checkbox"/>
BUMP OUT	Sunday 12th	<input type="checkbox"/>
	Monday 13th	<input type="checkbox"/>
	Tuesday 14th	<input type="checkbox"/>

\*\* Crew meals are ONLY available for people volunteering as crew members, and are only available on days that they are registered as crew.

## 10. BRIEFING TIME

All crew are required to attend a short briefing meeting (max 30mins) before the festival commences. Please let us know which meeting you will be able to attend.

**Wed 7pm**

**Thurs 7pm**

**\*YOU MUST ATTEND ONE OF THE BRIEFING SESSIONS. PLEASE TICK ONE HERE OR WE WILL FOLLOW UP WITH YOU**

## 11. ACCOMMODATION

FULL TIME CREW MEMBERS are able to camp for free in the Easterfest camp site but must register for camping.

Tick here if you would like to register all your group for free camping in the Easterfest camp site (full time crew only)

PART TIME CREW MEMBERS are able to upgrade their single day pass(es) to a 3-day pass with camping for an additional cost. Please contact the crew manager (Heather) to upgrade – [crew@easterfest.com.au](mailto:crew@easterfest.com.au) or phone 07 4638 3911

**I AGREE TO THE GUIDELINES SET OUT IN THE ATTACHED CREW MANUAL**

## IMPORTANT STUFF TO REMEMBER

- 1 – You must finalise your booking for CREW MEALS and CREW SHIRT'S by 5pm on FRIDAY 7<sup>th</sup> March.
- 2 – CREW REGISTRATION closes at 5pm on MONDAY 17<sup>th</sup> March - so get this form back to us before then!

## PRIVACY POLICY

Easterfest's privacy policy is available from our web site at [www.easterfest.com.au](http://www.easterfest.com.au). We will mainly communicate with you throughout the year via email newsletters, and you can request to be removed from this list at any time. We will not distribute your personal information to any third parties, except to the leader of your team who may need to contact you prior to Easterfest 08.

**Got questions or need help with the form?** Call us on 0746 383911

**So you have finished filling out this form... WHAT NOW!**

You need to get this form back to us quick smart!

**Email:** [crew@easterfest.com.au](mailto:crew@easterfest.com.au) (save the form as a new file and attach it to an email)

**Fax:** 07 4632 6921

**Post:** Easterfest crew, PO Box 2090, TOOWOOMBA, QLD, 4350

**Drop in:** 9 Thomas Street, Toowoomba, QLD, 4350

OR **GIVE IT BACK** to the team leader that gave it to you!

---

## MEALS AND T-SHIRT PAYMENT

Are you submitting this form via fax or post and want to provide your credit card info for your meals and shirt order?

**We don't suggest you complete this section if you plan to email this form to us (it's just not safe!) – but it is a great way to get the payment side of things organised up front if you are going to post, fax or hand deliver this to our crew department.**

Easterfest will provide you with a tax invoice for your order with your crew acceptance email. We will not deduct any payment from this card until we receive confirmation from you to authorize the payment or if the payment is equal or less than the limit you have authorized.

If you change your order before the cut off date and a refund is due, it will be processed within 14 days after the festival.

### Credit Card Payment

Visa      Mastercard

Card Holders Name: \_\_\_\_\_ Authorized amount \$ \_\_\_\_\_ or less

Card Number: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ Card Holder Signature: \_\_\_\_\_

Payments will be processed from early January onwards.

---

# PRE-EVENT CREW MANUAL

Thanks for offering your time and skills to help make Easterfest 09 an amazing festival. Easterfest could not have become the event that it is without the hundreds of crew members that have been involved over the past 10 years!

Presented here are some important details that you need to be aware of before you sign up for and arrive at Easterfest.

As a crew member you are a representative of Easterfest. You could be the first crew member that a member of the public meets, so smile and make them feel welcome.

**By submitting your application/registration for Easterfest crew you agree to follow and abide by the guidelines set out in this manual.**

## QUALIFICATIONS

You must be at least 15 years of age to work on crew at Easterfest. Some roles will require specific licenses/qualifications ie fork lift drivers etc.

## CREW EXPECTATIONS

- As a crew member it is expected that you fulfill your duty associated with your position. Unreliable crew members will be released from their duties and any future opportunities.
- Please be polite with all band members, crew, and festival patrons at all times.
- Easterfest is a festival based on Christian values and it is important that your involvement in the festival reflects these values. We understand that everyone is in a different place regarding these issues but we ask that you are respectful of the variety of Christian viewpoints that will be represented at the festival.
- Please treat everyone, from Easterfest crew, the public and artists, with respect. If issues arise that cannot be courteously resolved please contact your team leader.
- If any issues arise and you are unable to perform your role at any time during the festival, contact your team leader as soon as possible so that alternative arrangements can be made.

## SMOKING, DRUGS AND ALCOHOL

- EASTERFEST IS A DRUG AND ALCOHOL FREE SITE. NO EXCEPTIONS. Any person found intoxicated or in possession of alcohol will be removed from site.
- The Easterfest precinct is a non smoking area. Smoking areas are available outside the Easterfest precinct or within the crew area. Smoking is permitted inside the crew area, however please consider others and stay at least 10 meters away from any entrance to a tent, site shed or shipping container.

## ACCESS

- The camping area is for campers only. If you are not camping please do not enter the camping area unless you are instructed to do so by your team leader.
- The backstage areas of all Easterfest venues are very busy and congested. No one is allowed backstage unless they work on that stage or have festival business with that stage.
- The green room area is a private place for headline artists to relax without being hassled. **Do not enter the green room area** unless instructed to do so by your supervisor.
- If you are working in a position that is with or around artists, please do not abuse your position by asking for autographs or allowing your family and friends access to artists or restricted areas. This type of position is a privilege, not a right.

## COMMUNICATIONS

If you are issued with a radio, take good care of it. If you abuse it, it will be taken away. Radios and replacement batteries can be collected from the communications centre near the crew shelter. You will only receive a radio if your team leader has requested one for you.

## VALUABLES

- Valuables can be stored in a shipping container at the crew shelter for the time you are on a shift.
- While every care is taken to ensure the safety of your property, Easterfest will not be held responsible if anything is damaged or goes missing.

## BUMP IN & OUT

- A high visibility jacket/vest must be worn at all times during bump-in and bump-out. You may also be required to wear a high visibility vest on certain jobs if you are crewing during the event (e.g. traffic crew). Vests are available from the crew registration counter at the box office
- **Closed-in shoes are required during bump-in and bump-out.** Closed-in shoes may also be necessary for certain areas during the event.
- During bump-in and bump-out, forklifts, cars and trucks will be driving through the Queen's Park site. Please be aware of these vehicles.

## SITE SAFETY

Site safety is a very important part of crewing at Easterfest. During the setup and pack down stage of the festival, Queen's Park is classed as a construction site and therefore these site safety procedures must be followed:

- During the event free earplugs will be available for all crew working in a venue with loud amplified music.
- Free sunscreen will be available to all crew - so slip on a shirt, slop on sunscreen, slap on a hat and shade your eyes.
- All crew will receive a free bottle of water upon registering for the first time at Easterfest, please keep this bottle for the duration of the event. Crew water refill stations will be located throughout the site.
- Please don't lift anything over 20kg by yourself. If something seems too heavy then it is. Ask for help if you think a task is going to be difficult.
- All vehicles driving on site are limited to 5kph. This is to keep dust levels and park damage to a minimum and also to ensure the safety of on-site crew. Vehicle hazard lights must be on when driving on site. Traffic should be restricted to the ring road - enter from Margaret Street and exit onto Hume Street.
- Tractors, scooters, quad bikes etc. are not to be used by anyone except authorised crew members. Rubbish tractors are only to be driven by the rostered drivers.
- For health and safety reasons we ask that you wear gloves if you are picking up rubbish or changing bins. These are available at the crew registration desk.
- All electrical equipment used on-site must be tested and tagged before going on site.
- **If you are concerned about your's or another's safety at Easterfest please immediately contact your team leader or event coordinator.**

## EMERGENCY

**If an emergency is immediately life threatening call 000 then contact the call centre; if the emergency is not life threatening simply contact the call centre.**

- The first aid tent is located near the crew shelter, beside the entrance to Mainstage.
- During bump-in and bump-out, contact the call centre for a first aid person to meet you at the first aid tent or at the incident.
- A qualified Queensland Ambulance officer will be on duty at the first aid tent during festival hours.
- Due to health regulations we are unable to give out painkillers. Please ensure you are well stocked with paracetamol if you know you may need some. Paracetamol will be on sale at the Superstore.
- In the event of an emergency situation, an emergency warden in each of the festival precincts and venues will be empowered to stop a show or evacuate a venue only if there is an immediate physical danger to attendees, artists and crew.

## PARKING

Unfortunately crew car parking is not available on Queen's Park. Please don't park on the local residential streets surrounding Queen's Park as thousands of car parks are available in the Toowoomba CBD and are just a few minutes walk to the festival.

## COMPLAINTS/COMPLIMENTS

- If you receive positive or negative feedback about the festival please refer the person to the information desk.
- All festival operation issues should be referred to the call centre. Call centre will then inform you if you need to forward the complaint to Information. If you are unsure of what to do you should contact the call centre.

## SECURITY

- If you encounter a problem with hard to handle people, do not attempt to handle the situation by yourself. Call your team leader, security or a police officer to manage the problem.

## MEDIA

Hundreds of media representatives attend Easterfest. It is important that all media seeking stories, updates or even just comments are directed to the media team. If you are unsure of how to best direct a media representative to the Easterfest media team, contact the call centre.

## DISCRIMINATION, SEXUAL HARASSMENT & ABUSE

Easterfest is committed to a safe, enjoyable and non-discriminatory event. No person is expected to tolerate any discrimination, sexual harassment or abuse of any kind. If you witness or are the subject of any discrimination, sexual harassment or abuse of any kind please immediately contact Linda Allen, crew support manager.