



Capitol Federal Amphitheater®

Summer Concert Series Volunteers

Duties

Parking Attendants

Volunteers are needed to assist City staff in directing and parking cars in designated parking areas. Parking will begin approximately one hour prior to gates opening.

Gate Volunteers

Volunteers are needed at the gates to handle entry of nearly 10,000 guests in a short amount of time. Gate volunteers will be responsible for such tasks as scanning tickets and issuing among other things. Some gates will have restricted entry for patrons holding specialized tickets. Gate volunteers will be responsible for ensuring each guest has the proper credentials and necessary identifications to fully enjoy the concert experience.

Gate volunteers are not responsible for security measures, such as checking bags and restricting prohibited items. The City of Andover will hire a private security company for these processes.

Ushers

Events at Capitol Federal Amphitheater will have scaled seating arrangements. Volunteers are needed to serve as ushers at entry points to each area. Ushers will ensure that guests have the proper credentials and tickets to enter the various seating areas.

VIP Hosts

Volunteers who serve as VIP Hosts will help ensure that the VIP patrons have a safe and enjoyable experience while at Capitol Federal Amphitheater®. Duties of a VIP Host include guiding patrons to the appropriate gate from the parking lots, scanning tickets and checking credentials, ushering VIP patrons to their seats on the patio and generally assisting these patrons with any additional needs throughout the concert.

Artist Hospitality

Ensuring our guests have a safe and enjoyable experience is only one aspect of a successful concert. The City will also need volunteers to assist with event day artist hospitality needs. The Event Director will coordinate and manage the artists' requests prior to the concert, but will need volunteers to assist in ensuring effective execution. Artist volunteers will help with such things as setting up the green room areas for each artist, transporting artists from each location (lodging, green room, stage, etc.), answering questions regarding the schedule of events and providing overall support to ensure the artists have what they need.

Runners/Float

Finally, the City will need volunteers to serve as "runners" and "floaters" throughout the day. These volunteers will serve as support wherever they are needed. These volunteers will work closely with the Event Director and staff to solve unexpected challenges and ensure communication with all parties is effective.

Training

Volunteers will be required to attend training sessions prior to each event. Training will include a general overview of the event including timelines and overall requirements for volunteering. Additionally, each volunteer group will have specific training for their role at the event. This training session allows volunteers to understand their duties and meet their team prior to the event day. At the training session, volunteers will be allowed to ask questions and simulate the event to ensure they are prepared for their duties. Volunteers must attend training prior to each event, unless previously approved with the Event Director or other City staff official.

Benefits

Throughout the year, volunteers will be essential to Capitol Federal Amphitheater® and the City understands the value of these volunteers. While many volunteers participate because of the goodwill it generates, the City understands the importance of providing tangible benefits as well.

Volunteers will work in 2-3 hr. shifts during each event, depending on the tasks they are assigned. Prior to or after their shifts, volunteers are welcome to enjoy the concert in the general admission lawn seating area. The City will also provide each volunteer with a t-shirt for the concert as well as food and drinks in the volunteer break area during their shift. Volunteers are welcome to sign up for multiple shifts. The City will designate a parking area for volunteers. Passes will only be available at training sessions.

The City will verify these hours as community service hours for participating organizations. Volunteers who need documented hours should contact the Event Director to coordinate this.

To promote continued commitment to events, volunteers will receive points for every shift they complete. These points will accumulate and can be redeemed for rewards. Each hour of service completed will generate 1 point. Thus, a typical concert shift would earn the volunteer 2-3 points. The rewards are listed below. Rewards will be monitored and tracked by the Event Director and must be coordinated prior to an event in order to be used.

5 points	Capitol Federal Amphitheater® Promotional Item
20 points	1 pair Discounted VIP or Premium Seat at Summer Concert
30 points	1 Meet & Greet Access for Summer Concert
75 points	1 pair Free VIP or Premium Seat at Summer Concert

All volunteers will be invited to an annual Appreciation event to thank them for their support and commitment throughout the year. The appreciation event will feature highlights from the events each year and various awards for service. City staff and/or elected officials will vote to select volunteer award winners.



Capitol Federal Amphitheater®

Capitol Federal Amphitheater® Volunteer Application

Application should be submitted to the City of Andover Event Director. You may email this form to kcork@andoverks.com or mail it to Andover City Hall, c/o Event Director, PO Box 295, Andover, KS 67002.

Name: _____

Address: _____

Phone: _____ Email: _____

Emergency Contact Name: _____

Relationship to Contact: _____

Phone Number: _____

Over 18? (Y/N): _____ Over 21? (Y/N) _____

Volunteers under 18 are required to have a parent/guardian's signature:

Signature

Printed Name & Date

Please select the areas in which you are interested in volunteering

Parking Attendant _____ Gate Volunteer _____ Usher _____

VIP Host _____ Artist Hospitality _____ Runner/Float _____

Please answer each of the following questions. You may provide additional pages for your answers.

In general, what is your availability (Weekday evenings, weekends, etc.) _____

Previous Volunteer Experience: _____

Have you ever been asked to leave a volunteer position? If so, please explain. _____

Special Skills: _____

Why do you want to volunteer at Capitol Federal Amphitheater? _____

Other information you would like to share: _____

