

STEWARD CONTACT INFO

Late, lost, or last minute cancel? Contact the Stewards:

Stewards are assigned on a per festival basis, and their contact information will be sent out prior to the start of Summerfest and/or available in Call Steward under the job description.

If you are late, lost, or canceling at the last minute - you MUST contact the LD for the stage you are assigned!

PARKING

Parking passes will be handed out leading up to Summerfest and at Summerfest. Passes will be available at your first shift with the Steward at the Amphitheater. Plan on arriving EARLY to place the placard in your car BEFORE the call starts. Place on your rearview mirror or dashboard when entering and parking in the designated parking lots. We generally park in what is known as the S or E lot. They are the same thing - on the south end of the grounds by the Amphitheater entrance. This parking area is for entertainers and stagehands. SEE MAP BELOW.

For LOAD OUT: as indicated on the map below, note that the best entrance to our parking lot is via Erie St. In the evening, three lanes will be designated for traffic leaving the festival, and only one lane to enter (East bound). Be safe and mindful of pedestrians, bikers, and account for bridges going up for boat traffic.

<u>ID'S</u>

ID's will be handed out to those with photos on file with Summerfest at your first call at the Amphitheater. Most people will not be issued an ID. You will be told if you need to get a photo ID taken.

COVID

You will receive a text or email through Call Steward with any information necessary regarding Covid protocols. Testing/masking/vaccination status are on a per show basis.

Do NOT come to work if you have a respiratory illness!!

Amphitheater PROTOCOLS

You must go through **security** at Gate 13, located at the E lot. Your name will be on a list if you are on the call for that show. This is where Covid testing will take place if one is required.

Upon arrival, immediately **check in** with the Steward/Head Elex of the day. At the Amp, this will be Richard Rogers. You must do this for both load ins and outs. You will be assigned a department after trucks begin unloading during the load in, and assigned a department when you check in for load out. If you don't check in, you will be considered a no call/no show and will not get paid.

Breaks are typically called 2.5 hours into the call. Do NOT help yourself to break snacks until it is your break time. **The lunch room is designated for the tour only unless a meal ticket is given to you.**

The call time for a **load out** is before the band has stopped playing. You need to stay within earshot. Tour crew dept. heads give information to local crew during this time. Be available. Be alert. Be ready.

Grounds Stage PROTOCOLS

Take the time to **review a map** before heading out to one of the grounds stages. It takes time to walk from the parking lot. Plan ahead to arrive with enough time to get to where you are assigned. SEE MAPS BELOW.

Conditions at the grounds stages are different from the amphitheater, with space being at a serious premium, and you are more exposed to weather conditions. Bring only what you need to do the work and deal with the weather.

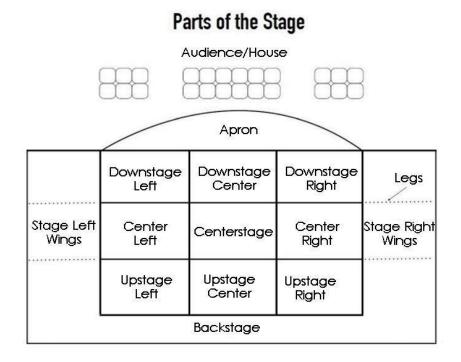
Meet near the stage door unless otherwise directed. Our crews and the LD to check in with, are running the headline show and will not be available to check people in until the show has ended. If in doubt, try to stick together and remain visible.

ETIQUETTE

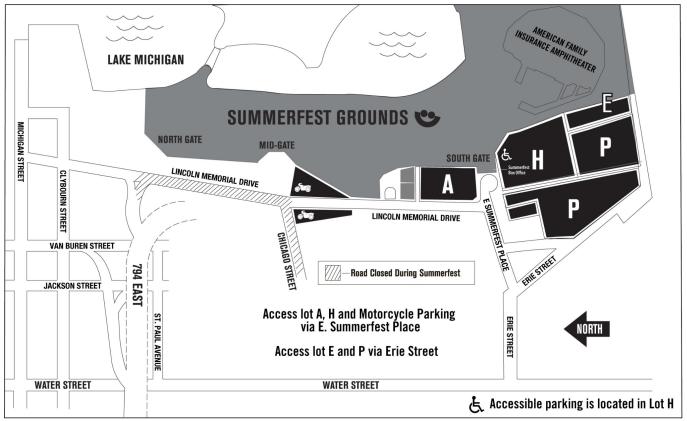
Do NOT approach the musicians/artists/talent. DO NOT ask for autographs or selfies. If you do this, you will not be asked back as a Stagehand. We must keep it professional at all times.

PLAN AHEAD

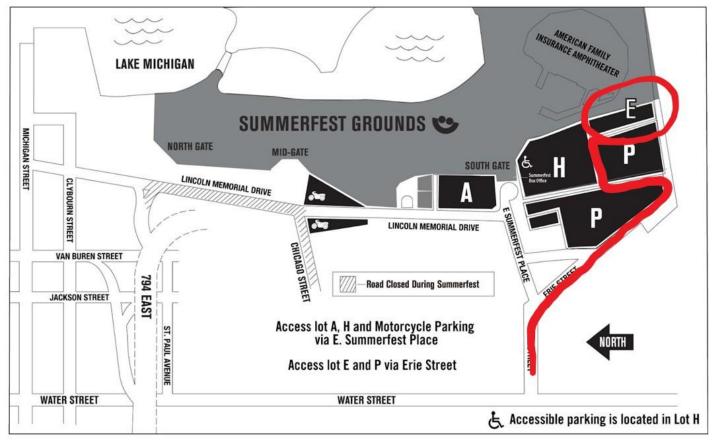
- At times, you will be asked to assist at another stage other than the original assignment.
- Hours originally scheduled may change due to changes in schedules, lack of information or illness. We work until the job is done.
- Traffic into the property is wildly unpredictable. Please allow more time on the evening of a show compared to a mid-week load-in.
- Getting through security can be complicated and take some time. Please be respectful of the security operatives working at the points of entry. They're probably having a long day/week/festival too!
- The grounds close at midnight for patrons. If your shift/load out gets done at the same time, you might be stuck in the lot for a while. Keep a lawn chair and a bottle of water in your car to aid in passing the time until traffic clears.

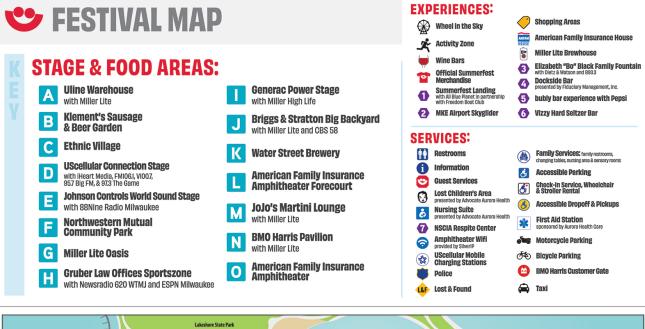


MAPS



PARKING LOT: drive in entrance







GROUNDS ENTRANCE: walk in entrance



BUSINESS OFFICE

Contact Mark Hanson in the business office if you have an address or bank change. Accurate information is the only way to get paid!

Tom Gergerich Business Manager – Financial Secretary E: tom@stagehandsmke.com Office: (414) 272-3540 Ext. 2

Mark Hanson Payroll Administrator E: mark@stagehandsmke.com Office: (414) 272-3540 Ext. 1

Jody Starck Accountant Administrator E: jody@stagehandsmke.com Office: (414) 272-3540 Ext. 1

Kate McSorley Administrative Associate E: <u>kate@stagehandsmke.com</u> Office: (414) 272-3540 Ext. 4

Brian Koerner (BK) Dispatcher Office: (414) 272-3540 Ext. 3 Text: (414) 788-1567

David Mroch Dispatcher Text: (970) 389-2189