

September 23, 2013

	CSC	UW	Notes
<b>Ticket sales:</b>			
		Summary of ticket sales	When should we open up balance i.e weekend?
<b>Check in</b>			
Check in, tickets		Printed report, with attendees for each tour	Need 2 iPhones for mobile check in Laptop? Internet access?
<b>Security</b>			metal detector?
		Colour coded labels Tour # printed on label	Confirm entrance, location of ticket checkers
Reception	Muster (V&C): materials ie. Brochure, map?	Arrange for printing	Timelines?
Promo of museum	Promotion of museum, info at muster point		
Waiver		Waiver signed - collected with ticket. Waiver forms for mobile check ins	Do we need to check ID for waiver forms? It will slow things down
<b>Volunteers</b>			
	Point person? Shift liaison?	UW Loaned Rep/staff at all times	
Number	Guided tours: #?	<ul style="list-style-type: none"> <li>• 3: tickets</li> <li>• 3-4: rovers</li> <li>• Parking, crossing guards</li> </ul>	2 shifts per day 8:30am to 1:30 pm 12:30 to 5:30 pm?
Refreshments, food	Area for breaks, food	Arrange for snacks, refreshments, lunch	Food from outside? Delivery?
Visible clothing/volunteer badges		T-shirts or ball caps Ball caps may be more visible as it may be cool (jackets cover t-shirts)	Estimate of quantity?
<b>Tours</b>			
Signage	Put up signs	UW with arrows Camera symbol	# of signs required?
	Route map		
			Media requests? First 2 tours private – special media guests, volunteers?
		St. John Ambulance	Emergency contacts for each organization?

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**is a duplicate**  
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**Pages 198 to / à 202  
are withheld pursuant to sections  
sont retenues en vertu des articles**

**21(1)(a), 21(1)(b)**

**of the Access to Information Act  
de la Loi sur l'accès à l'information**

Sept. /13

Check E-Block furnishings.

releases on 16<sup>th</sup> (U.W. to lead)

Tickets - Block off sections  
for Workplace Campaign / Staff etc.  
- CSC (free)

Kyle  
Krista  
Bhavana  
Chelsea  
Michèle  
Lori  
Dorina

- # hours.

- Coloured labels

CSC = security & guides

Vol request to KP/RTC → GEN-ONT-Comms

Hours

- 9am to 5pm (last)

- 20 mins.

- 25 people per group

- #20 adult / #10 children  
(up to 6 free)

- Camera sign for photo ops.

- Videos in waiting area (short)  
Drug Interdiction

CSC  
\* need to find:

- Vol Guides (about 50 needed)

- brochure 2 shifts per week (6 tours)

- script

- dry run

A3-Gift Shop?  
or B8