

## **Anime North 2009 – Staff Policy and Procedures**

### **Staff List**

A complete list of AN staff members is being maintained. It is important that you make sure that your staff information is complete and up-to-date, as this list will be used to allocate staff badges at the convention, you can check at any of the General Meetings. The database is being maintained throughout the year. New staff will be added as needed, but badges and other supplies will only be issued once confirmation has been received from their respective Dept. Heads or Exec.

At General Meetings please be certain to check in with Staff Registration, as Staff T-shirts are provided only to those who attend at least two General Meetings throughout the year. Those who cannot make meetings (say due to travel concerns), may ask their Department Head to add their name to the Absentee list, and still qualify for a Staff T-shirt. Also, Staff Registration wants to meet each and every one of you.

We will be setting up shortly a new email address for the use of Staff Registration, staff hotel rooms, and the staff lounge. Department Heads may use it to pass onto the convention any staff additions and changes, staff rooming lists, and requests to the staff lounge for specific food requirements (i.e. vegen food, deitary restrictions, etc).

### **Staff Crash Space**

Each Department is allocated a set number of room nights it can use for staff to stay in one of the hotel during the convention. If you wish to use a staff crash space, you must talk to your Department Head, who is responsible for submitting a list of names and nights for room bookings. Con staffers need to pay \$10 per night that they use a staff room. Staff rooms are to be fully occupied (four people per night).

Note that the con will reimburse staff who get their own rooms rather than take a space in a con room. HOWEVER 1) You must still get permission from your Department Head first. With the cost of staff rooms over the weekend now approaching \$40,000, we need to keep control of how many the con pays for. 2) We reimburse ONLY for AN staffers, and require 4 staffers in each room for full reimbursement (minus \$10 per head per night). So if you get a room yourself (with permission) we will reimburse 1/4 of the room cost (minus \$10 per night). If you get a room with three friends who are not staff, we still only reimburse 1/4 of the room cost.

If you require parking that can be charged to the room, so please note that in your room request.

We'd like to lock down staff rooms one month before the con, so please talk to your Department Head well before that.

Again due to room cost, we ask that people not stay at the hotels on Thursday night unless they are needed first thing Friday morning, or have travel issues (i.e. coming from far out-of-town). Talk to your Department Head about this.

Also note that your name is on the hotel room, so you will be able to go to the Front Desk when you arrive and check in directly, you do not need to go thru the Con Office. HOWEVER, please note that rooms are not held if no one arrives to check in. That is, if you ask for a room Thursday night but no one arrive until Friday to check in (which has happened), the room will be automatically released in the hotel computers and may then be given to someone else.

Finally, please bring photo ID when you check in. Hotel policy.

## **Staff Lounge at the Con**

Staff Lounge will be in the Peel Room (Doubletree), and we'll have drinks, snacks, sandwiches all day. Staffers will get one voucher a day (worth \$8 max) for the Doubletree Cash and Carry or the TCC Cafe, depending on where they are working. Like last year, you can choose to buy your own food on the weekend, and if you save the receipts on Sunday you can be reimbursed in the Peel Room to the total of \$8 a day. But we'll need the receipts!

## **Staff Badges Policy at the Con**

When each Staff Member comes to pick up their badge, they will complete the Staff Registration Form (This is to replace the hardcopy 'Address Book', which will make the information more secure, and automatically update the Staff contact information/list for the following convention. The information will only be available to the Executive and/or the individual's respective Department Head, obtained through the Executive.)

Staff Registration will then cross-check the name on the form with the Staff List to verify they are Staff, and issue a badge complete with full name and position(s) held at the convention, pocket program, appropriate food vouchers, T-shirt and any other special materials (if applicable).

As the items are issued, a notation will be made on the Registration Form confirming they have been issued.

Staff Registration will watch the Staff Member sign the back of each Food Voucher issued as per our Food Voucher Policy.

For individuals not on the Staff List, a Dept. Head will need to come and sign for the badge personally. Each Staff badge is also a complete weekend membership, and therefore valued at \$50 each. Staff Registration does not have the authority to issue without this signature. Notes and verbal authorizations will be ignored. Department Heads are therefore highly encouraged to make sure all their staff members are in the staff list prior to the con. This can be checked at the general meetings, or emailed to Eileen McEvoy (iczer.eh@gmail.com) or Ben Bowring (ben.bowring@gmail.com)

Because of the number of items each Staff Member is expected to pick up, it is required that \*each\* staff member personally comes to pick up their badge and kit, so that these materials are not lost or misplaced. Once it's signed for, it cannot be re-issued except through the Exec.

The location of the sign-in table will be confirmed closer to the con.

## **Name Changes**

Convention security is now Operation Services.

The Artist Alley is now the Comic Market. Also, artists who specialize in objects rather than drawn artwork are being moved into the new Crafters Corner, which is being handled by Jamie McGregor (crafterscorner@animenorth.com).

The Art Room is now Gallery Momiji.

## **Transport**

If you need large items moved to/from the convention (AV equipment, Art Show Panels, etc.) contact Victor Albisharat, head of Transport (marauder\_77@hotmail.com) with dates/times, equipment to be handled, locations, and who will be available to help load/unload (you WILL be required to provide at least some people to help with this).

Please note that this is meant for equipment only, not a personal taxi service.

## **Program Book**

Noreen Rana (neomonki@gmail.com) will be laying-out the Program Book this year, so please send her any information that needs to go in it. April 26th is the FINAL deadline for changes. But PLEASE get your copy in before that.

## **Signage**

Ian Stuart (igs@wiznet.ca) is handling room signage. Please let him know before April 15th of anything you need.

## **Con-Aid**

The Con-Aid (information) desks are being run by Liz Passmore (liz.passmore@gmail.com). She asks that each department try and keep her informed about start/ending times and general info on events being run.

## **Volunteers**

Volunteers are being handled by Nam Nguyen (nam.samui@gmail.com). Please put together your volunteer requirements and let him know. There will be two volunteer orientation meetings this year (March 29 and April 18) where volunteers can be pre-signed up for events.

## **Weapons Check**

The weapons desks are behind registration at the TCC, same as last year. Chris Warrilow (fancrea@sympatico.ca) will be running this again this year.

If during the con you see any weapons/props you're not sure about, check that the attendee has been thru the weapons check at the TCC. The weapon itself will be marked with a zip-tie (may not be obviously visible), but the badge of the attendee will have a stamp on it, of either a pistol or sword, and the stamp will be initialed by the person at the weapons desk. If the attendee does NOT have these items, then tell her/her that he has to surrender the item until he does so, and notify the nearest Operations Services person.