

APPENDIX A: EVENT SUPERVISION INFORMATION

A. EVENT SUPERVISION: ATHLETIC EVENTS

Staffing may be required for your requested event and labor fees may be increased based on the location and the size of the event. This will be determined by the Gates Chili Central School District.

Responsibilities for Gates Chili event supervisors and staff are listed below. Please note these staff members are NOT to be used to run your event.

RESPONSIBILITIES OF LEAD SUPERVISOR OR DESIGNEE AT ATHLETIC CONTESTS

- a. Arrive 45 minutes prior to the start of the contest
- b. Ensure the facility is set up for spectators, including: Entrance signage, bleachers out.
- c. Greet and welcome visiting team(s) at the entrance and show them where their locker room/team bench are located.
- d. Greet all officials to the site and show them to the bathroom
- e. Give all supporting yellow coats radios for communication and establish rotation plan through the contest
- f. Ensure AED is available on site.
- g. After the contest, have officials escorted off the playing surface and brought to locker room and/or back to their vehicle safely.
- h. After the contest, the visiting team is escorted off the premises to their bus.

RESPONSIBILITIES OF YELLOW COAT STAFF AT ATHLETIC CONTESTS

- a. Arrive to the contest dressed in yellow coat clothing at least 45 minutes prior to the start of the contest.
- b. Familiarize yourself with the location of AEDs
- c. Get radio from the lead yellow coat and confirm it is working properly
- d. Supervise and provide crowd control before, during and after the contest. See above guidelines for spectator supervision.
- e. Enforce district expectation of sportsmanship by spectators by doing the following:
- f. Watch and listen to sections of the crowd you are assigned.
- g. Provide verbal warning to spectators who violate sportsmanship expectations.
- h. All removed spectators must be reported to the Director of Athletics so notification of at least one contest suspension can be administered.
- i. Enforce no food or drink in our indoor facilities other than water closed-plastic containers (no glass bottles allowed).
- j. After contest, ensure that no spectators enter the playing surface and welcome spectators to exit the facility.
- k. Remain on duty until the visiting team and spectators have been escorted off the playing surface.
- l. Work the event, don't watch the game.
- m. Yellow Coat presence is at all entry and exit points when a facility is opened.
- n. If there is a spectator or staff injured, a district incident report must be completed and file with the Director of Athletics.
- o. Ensure exit doors are not blocked.

C. EVENT SUPERVISION: PERFORMING ARTS EVENTS

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Responsibilities for Gates Chili event supervisors and staff are listed below. Please note these staff members are NOT to be used to run your event.

RESPONSIBILITIES FOR EVENT SUPERVISORS AT PERFORMING ARTS EVENTS

- a. Greet patrons in the lobby in a friendly, courteous, and helpful manner.
- b. Direct students to appropriate spaces if they need to check in and warm up prior to a performance.
- c. Check in with directors as needed if they need support prior to the performance.
- d. Know where restrooms, exits, elevator, etc. are located be able to give directions.
- e. During the event remain near the auditorium entrance to assist patrons as needed.
- f. Reinforce general auditorium etiquette as outlined below.
- g. Communicate with custodial and security staff as needed during events.
- h. At the conclusion of the event remain in the lobby to assist patrons as they exit.
- i. Walk through the auditorium at the conclusion of the event to pick up programs or other visible items left behind.
- j. Event supervisors are required to arrive one (1) hour before the scheduled event time and should stay at least 30 minutes after the end of the event.

GENERAL AUDITORIUM ETIQUETTE

Event supervisors act as a second pair of eyes and ears during each performance. Please ensure outside events are equipped with someone who is aware of the following auditorium etiquette:

- Patrons cannot bring food, snacks, or beverages into the auditorium
- Trafficked areas, such as aisles, entrances, or steps should be clear of items at all times. This also includes the edges of the stage and railings.
- Should a patron answer a phone call during a performance, please direct them to the lobby.
- Repeatedly entering and exiting the auditorium should be avoided. There is a monitor in the lobby for any patron feeling restless or otherwise unable to sit quietly.
- During musical and drama performances use of cameras, cell phones, tablets or any other electronic device is strictly prohibited within the auditorium

APPENDIX B: EVENT SUPERVISION RATES

Staffing may be required for your requested event and labor fees may be increased based on the location and the size of the event. This will be determined by the Gates Chili Central School District.

For a custom quote, reach out to the appropriate contact for the space you wish to reserve as outlined in [Section I, Subsection C: Important Contacts](#).

Number of hours of event supervision	Rate per person per day
Between 1 hour and 4.5 hours	\$68
Between 5 hours and 6.5 hours	\$126
Between 7 hours and 8.5 hours	\$204
Between 9 hours and 10.5 hours	\$272
Between 11 hours and 12.5 hours	\$340
Between 13 hours and 14.5 hours	\$408
Between 15 hours and 16.5 hours	\$476
Between 17 hours and 18.5 hours	\$544