



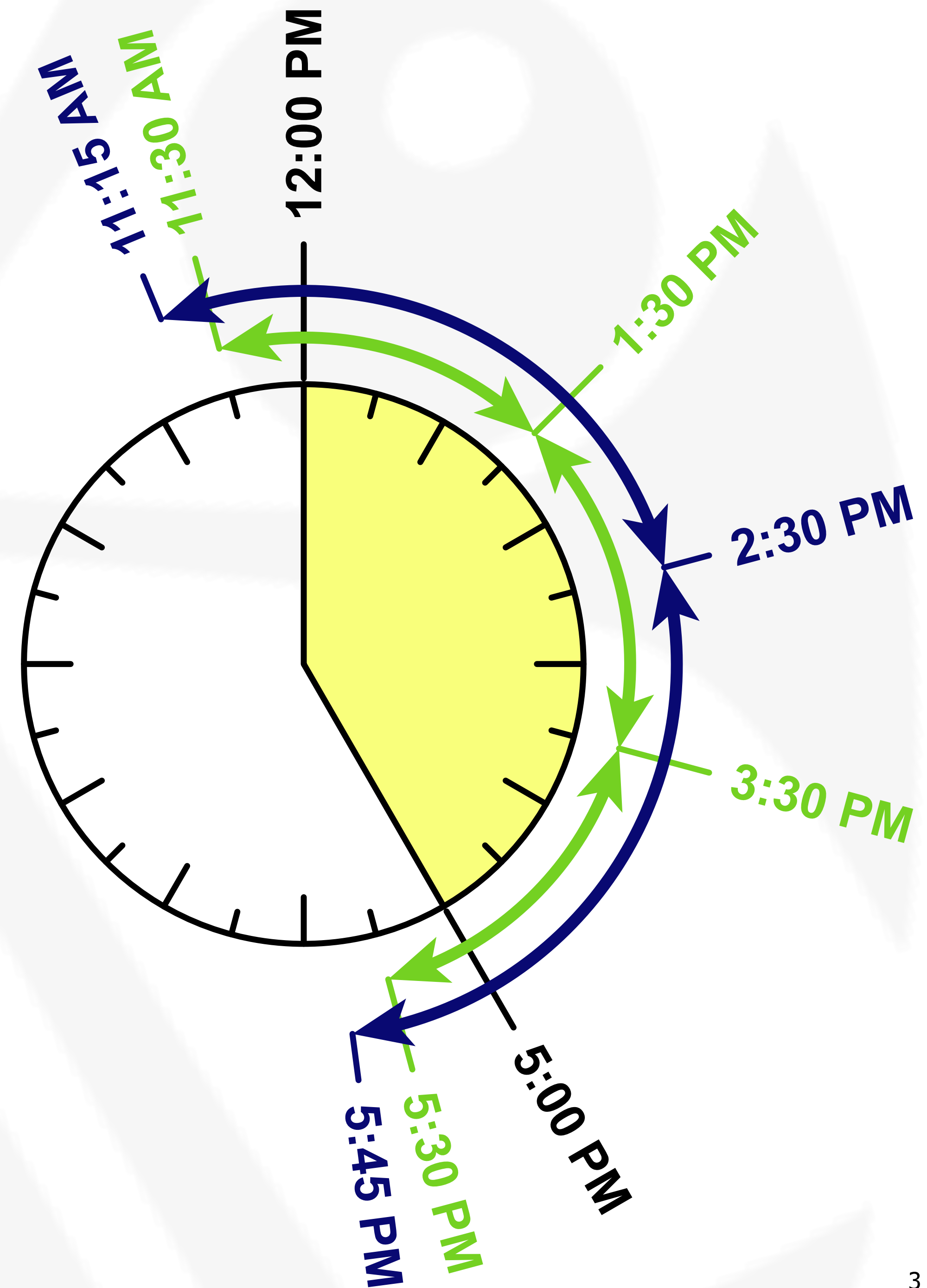
**KOSTUMES & KRAFTING**  
LEADERSHIP GUIDELINES

# 1. GUIDELINES

- No **FIGHTING** over costumes or materials.
- Take only what you absolutely **LOVE**, not just everything you want.
- You must **WEAR THE COSTUME** that you intend to keep, no layering please, and rock your fabulousness on the runway!
- Visitors with **DONATIONS** get to skip the line!
- You are **RESPONSIBLE** for your own personal items.
- No **MOOP** please - Help us keep the **KOSTUME TENT** and **KRAFTING DOME** clean!!
- We are here to **TRANSFORM** you - to get you what you **NEED** not necessarily what you **WANT**.
- Place all the items that you took but decided not to keep back on the racks and all empty hangers on the "empty hangers" rack.

## 2. SHIFT SCHEDULE

- Kostume & Krafting are operational time: **12:00** pm - **5:00** pm, **Monday** to **Friday**.
- We **cut the line** at **4:30** pm, but then we have to admit everyone who's still in line so we may not close at 5:00 pm.
- Volunteer shifts are:
  - 11:30 am - 1:30 pm
  - 1:30 pm - 3:30 pm
  - 3:30 pm - 5:30 pm
- Shift Lead shifts are:
  - 11:15 am - 2:45 pm
  - 2:30 pm - 6:00 pm



## 3. PROGRAM

- **Horny Monday**

Horns, Headgear, Headbands, Sunglasses, Goggles

- **Tutu Tuesday**

Tutu's and Harnesses

- **White Wednesday**

Weddings: Tulle, flowers, ribbons  
Pasties & Bra decorating, Cock socks

- **Tie it On! Thursday**

Slice & Tie T-shirts, Tie-on Bra tops  
Loin cloth Tie-ons

- **Fuck It Friday**

Bootie Shorts, Go Crazy Creative.

**Bike decoration Every day Outside**



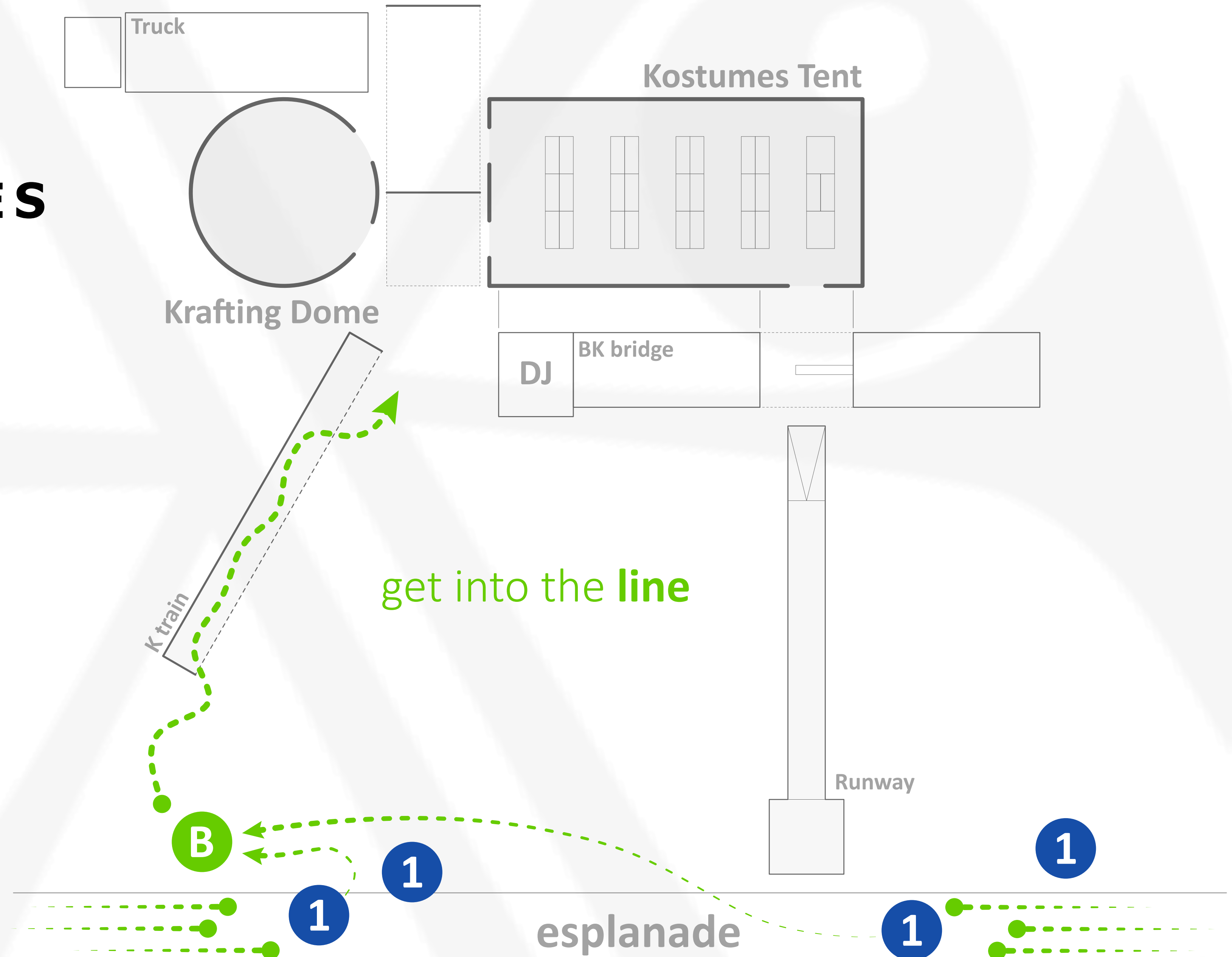




## 4. VOLUNTEER ROLES

### ● 1. Wranglers

- 2 to 4 People.
- Engage Burners and invite them to the KK experience.
- Gift small items & KK tattoo's if the line gets too long, Walk around with water spray bottles.
- Usher anyone with children, special needs, or people with donations to the front of the line.



## 4. VOLUNTEER ROLES

### ● 2. Line Keeper

- 1 person.
- Manage the line – make sure that Burners on line are **HAPPY** and are having a good time.
- Work with the Greeter to allow Burners to enter.
- Gift small items & KK tattoo's if the line gets too long, Walk around with water spray bottles.
- Usher anyone with children, special needs, or people with donations to the front of the line.

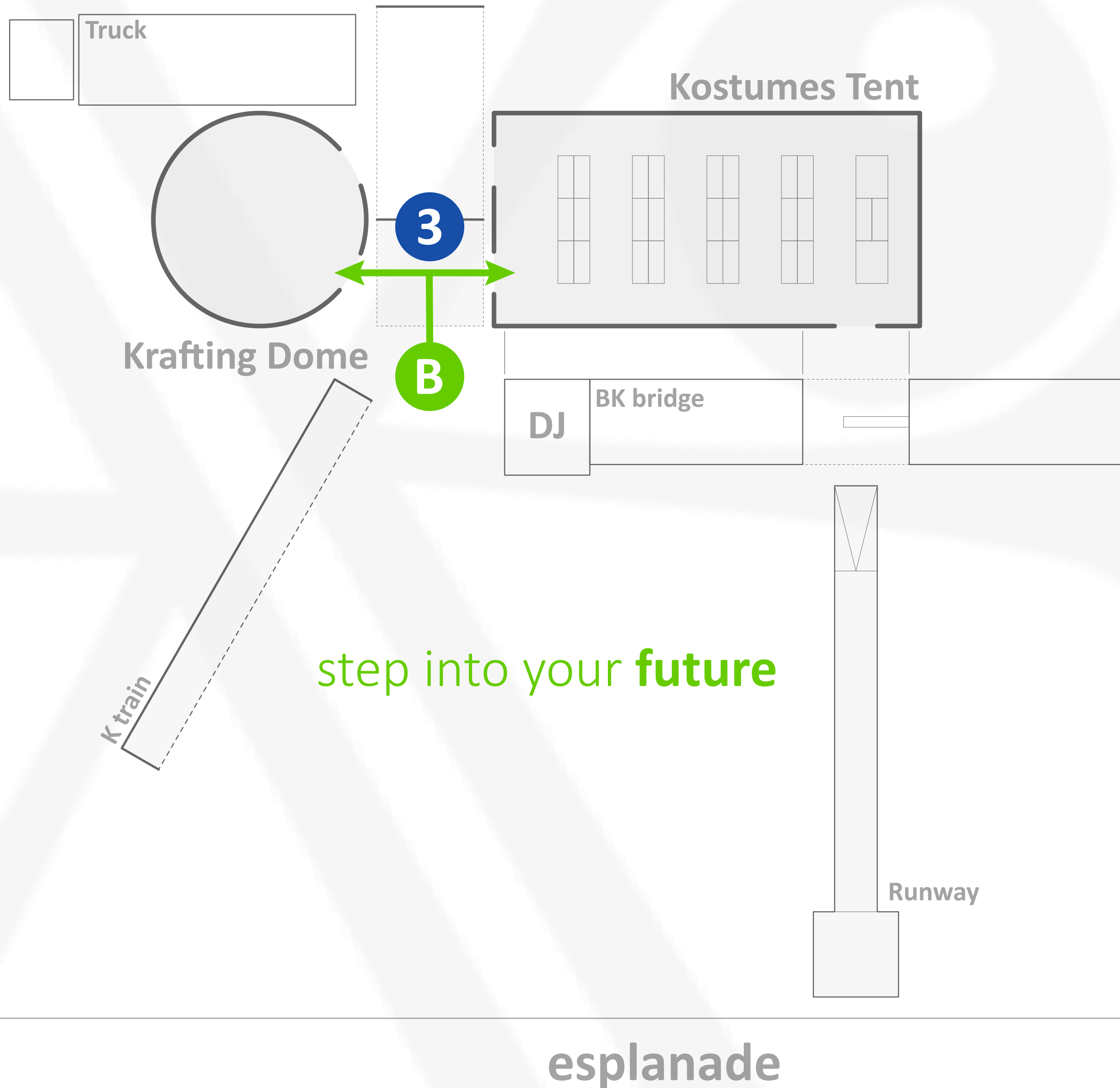




## 4. VOLUNTEER ROLES

### ● 3. Greeter

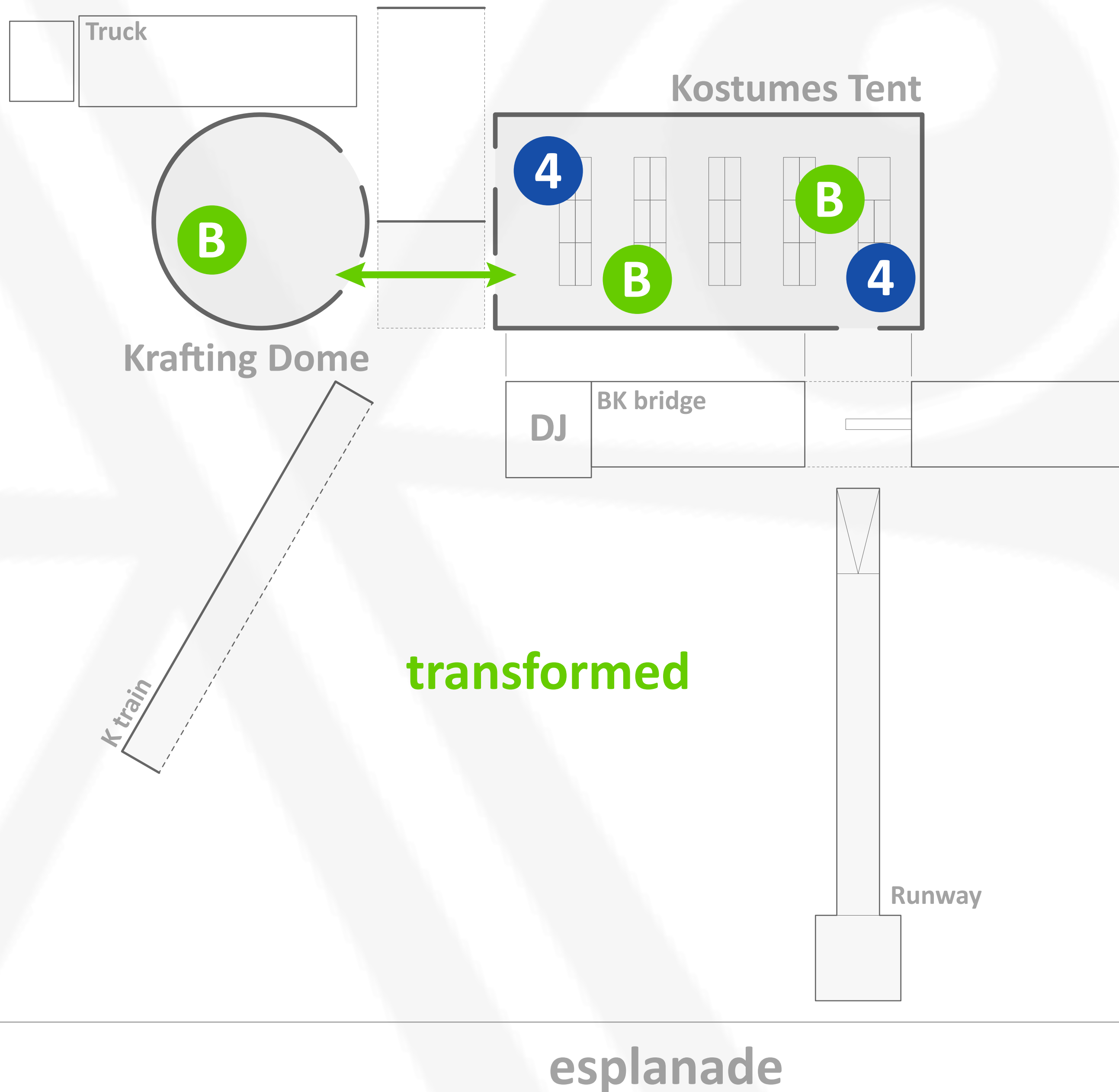
- 1 person.
- Positioned right outside of the entrance.
- Responsible for managing people flow.
- Keeps the Shift Lead abreast of how the line is looking outside.
- Pulls 5-6 people from the front of the line and for a huddle and goes over the tent rules with them then just generally keeps them entertained.
- Lets in the 5-6 people at a time then pulls forward the next group for a huddle.



## 4. VOLUNTEER ROLES

### ● 4. Attendants | Kostumes

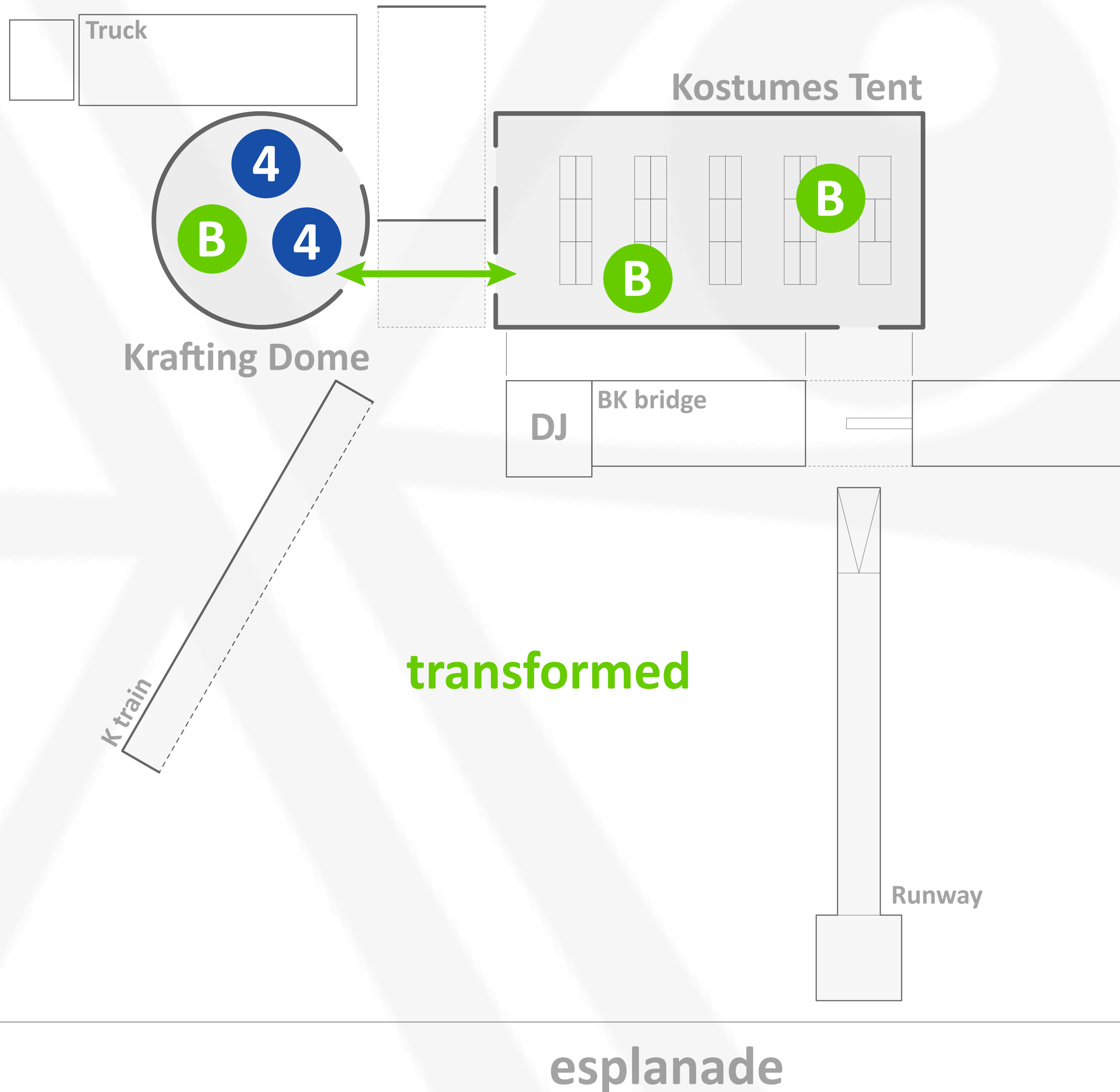
- 2 People.
- **CONSTANT MOOP PATROL!!**
- Place all **EMPTY HANGERS** on the designated rack or give to the inventory managers
- Tell people **HOW GREAT THEY LOOK** and provide personal shopping experiences
- Help people **FIT INTO COSTUMES**, help out with safety pins, etc
- Give special attention to **CHILDREN** to make sure they get what they want and they're in and out of the tent quickly.
- We have a rack dedicated to **LARGE** sizes.
- Keep **FLOW** of Burners moving.



## 4. VOLUNTEER ROLES

### ● 4. Attendants | Krafting

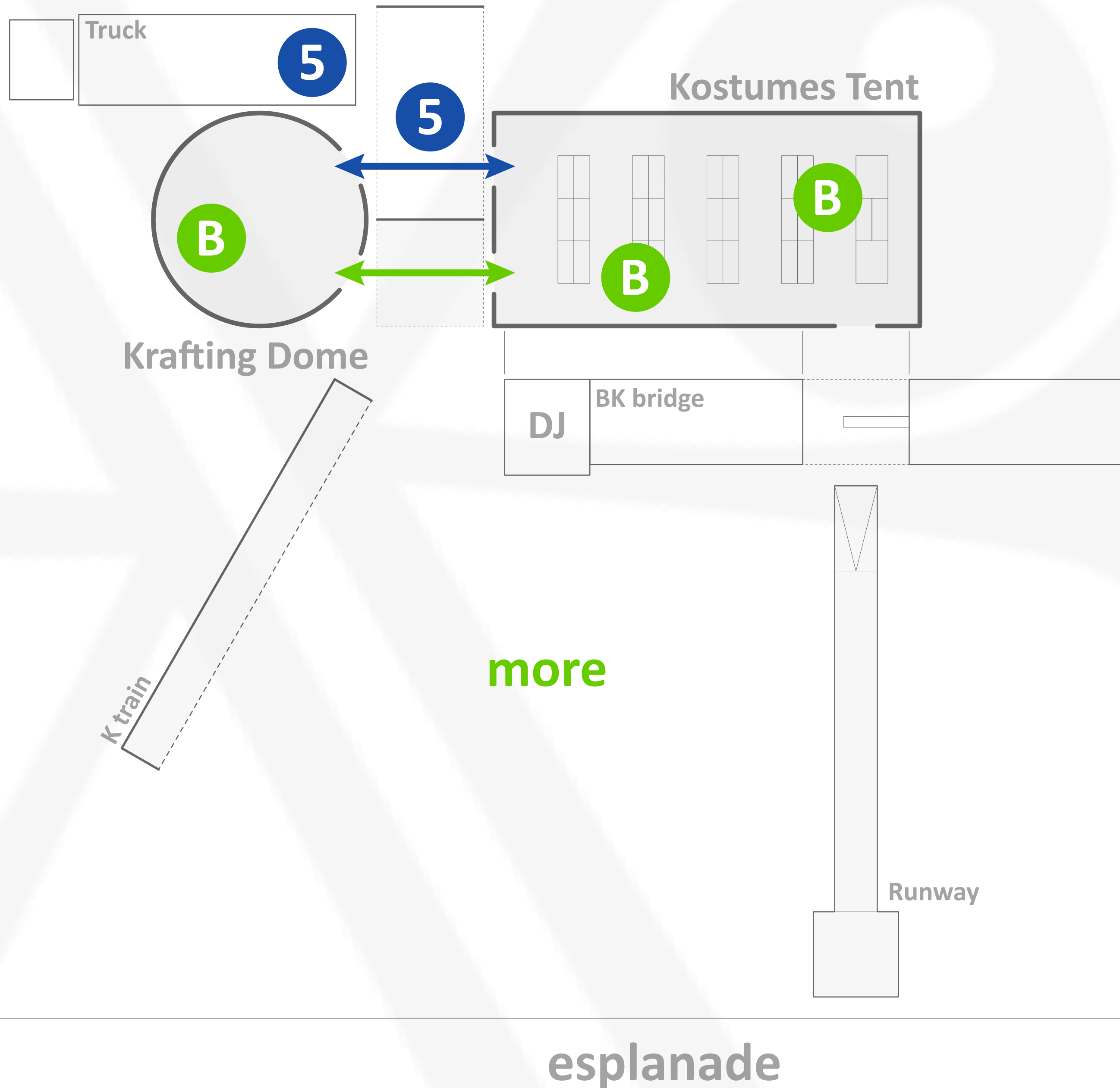
- 2 People.
- **SAFETY FIRST!!** Scissors, hot glue guns, safety pins.
- **MOOP!!** Watch for small scraps, put into trash, keep things organized, help people find things.
- Introduce & Demonstrate **KRAFTING ACTIVITY** Direct Burners to materials.
- **INITIATE ACTIVITY** if hesitant; assist if necessary.
- **PRAISE** Burner's efforts "how original, unique, colorful, creative.
- **NO FIGHTING** over supplies.
- Keep **FLOW** of Burners moving.
- Guide Krafters to **RUNWAY** when ready.



## 4. VOLUNTEER ROLES

### ● 5. Inventory Managers

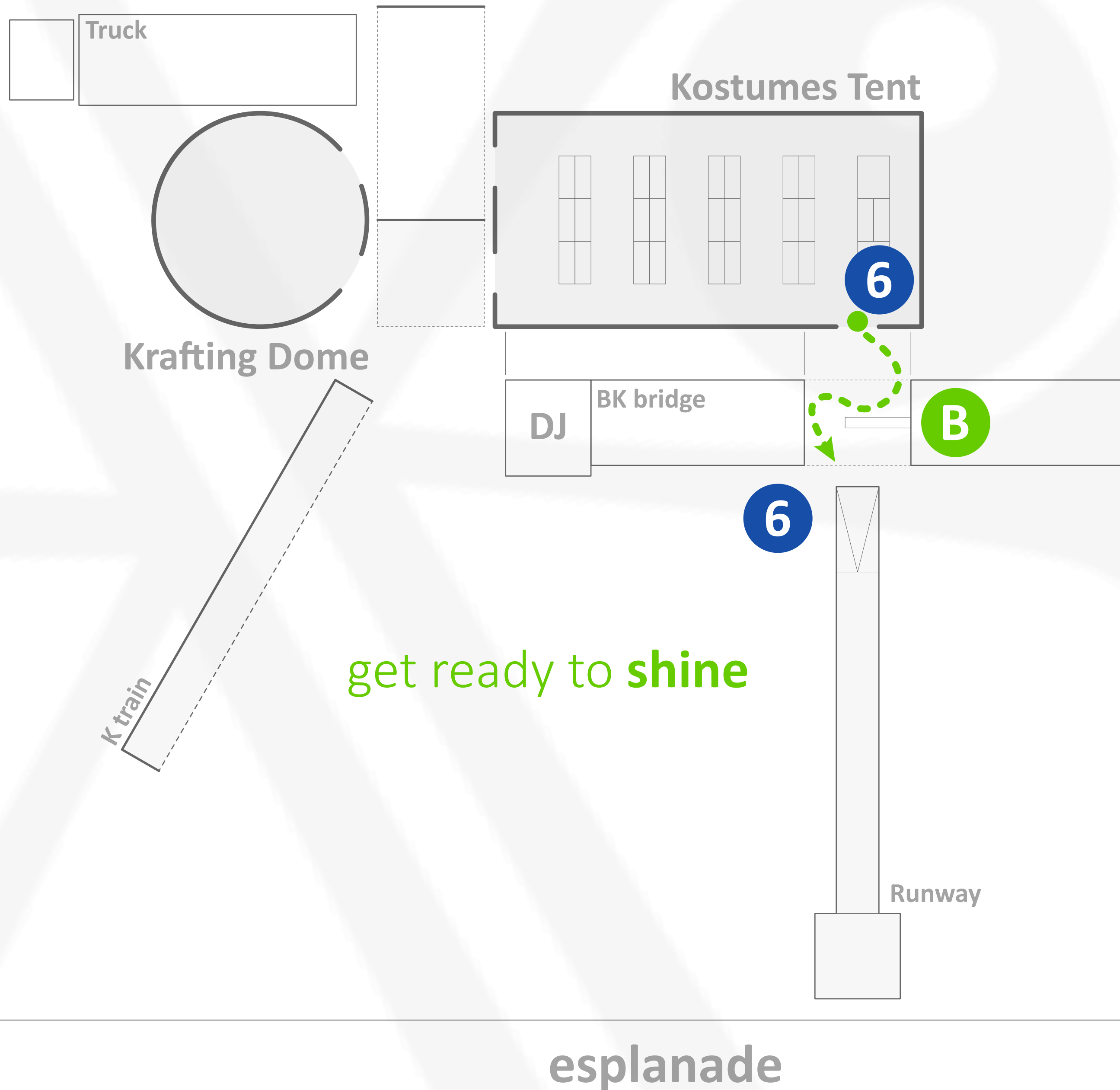
- 2 People.
- Dedicated to restocking the inventory, handing up new items from boxes.
- As new boxes come out on the floor tell people that these are for restocking and they should not rummage through it.



## 4. VOLUNTEER ROLES

### ● 6. Runway Greeter

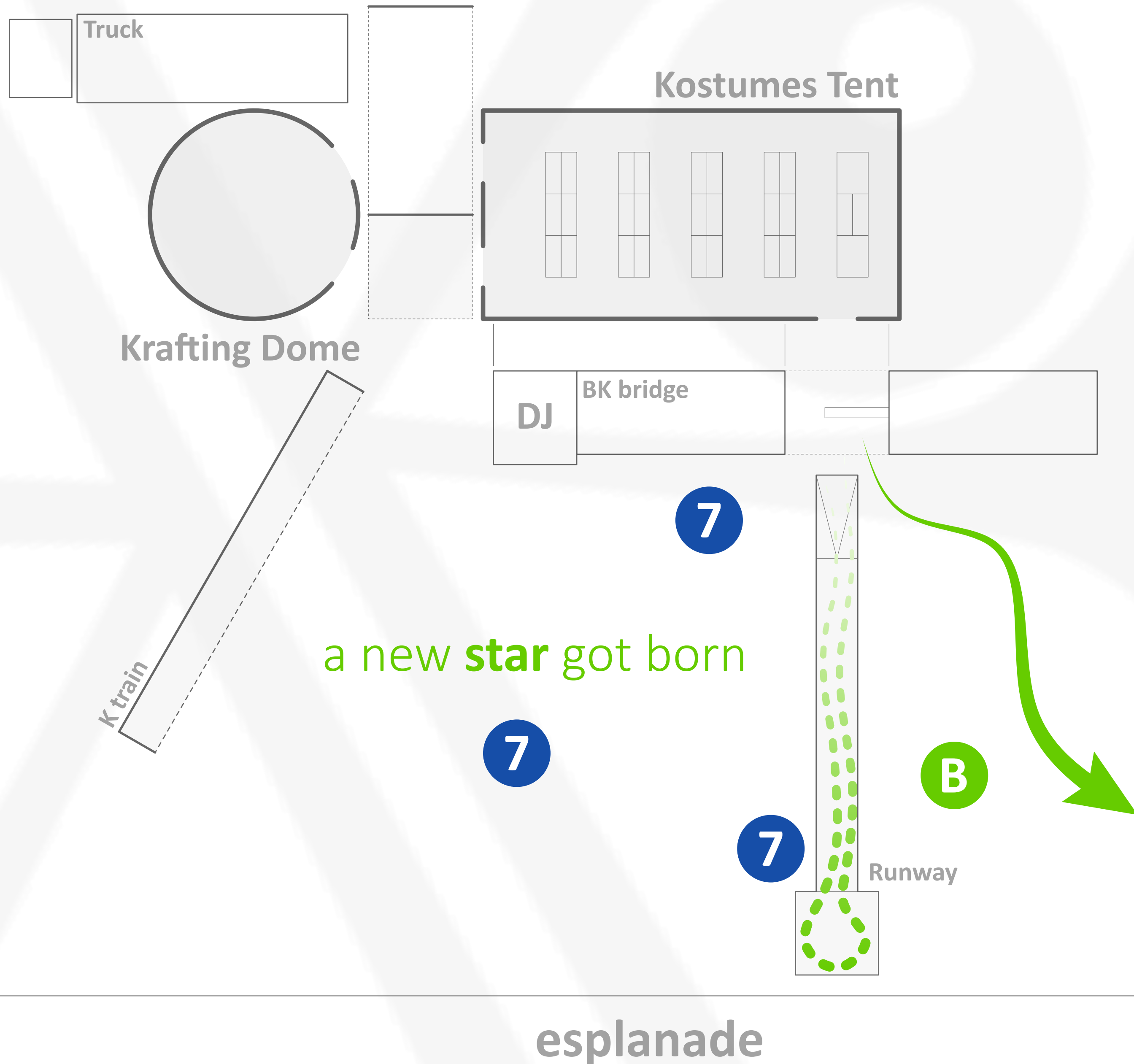
- 2 People.
- Stands by the exit and makes sure people are wearing the costume they want to keep and did not layer too many multiple items.
- Reminds visitors not to forget any of their things.
- Tells people how awesome they look before they walk the runway.
- Communicates with the MC to help them announce the models.



## 4. VOLUNTEER ROLES

### ● 7. MC

- 3 People.
- Welcome everyone to our Camp
- Explain our mission of costume transformation
- Yes, these costumes are a gift to you!
- Positive feedback about the folks coming down the runway
- Fun & Lively Banter between co-hosts



## 5. SHIFT LEAD RESPONSIBILITIES

- Your shift starts 15 minutes early so that you have time to review what's going on in the tent and the dome from the night before, and help set-up for the new day.
- Make sure all the **VOLUNTEERS** showed up and mark their **ATTENDANCE**.
- Have a short huddle with the volunteers as their shift starts to explain all the rules and their roles. Assign roles to volunteers, but do not require them to be in those roles during their entire shift, we want to keep volunteers happy and engaged, so switch their roles after the first hour if they'd like.
- Try not to give instructions to volunteers over the megaphone, instead use the megaphone to remind visitors about the tent rules (especially the one about no layering) and say generally positive things like "everyone looks great" etc.
- Accept and inspect new donations – do not just take everything people bring, use your best judgment – **NOTHING MOOPY** or that looks like regular clothes.
- Provide KK sashes to all volunteers and make sure they give them to the next shift of volunteers.
- The tent and the dome should be organized and stocked when it opens and when it closes, do not leave extra work for the next morning shift.

- Be mindful of the line outside, stay in touch with the entrance manager. Keep of a couple of boxes of accessories ready to give to the wrangler and line keepers if the line is getting too long.
- Make sure to turn off all the electricity in the tent and the dome and “lock” them at the end of the last shift.
- Maintain an atmosphere of fun and creativity, be responsive to volunteer and visitor needs
- Krafting Dome workshop lead is **DEDICATED** to a daily Krafting activities, guiding Volunteers and Burners to how to Craft and Decorate.



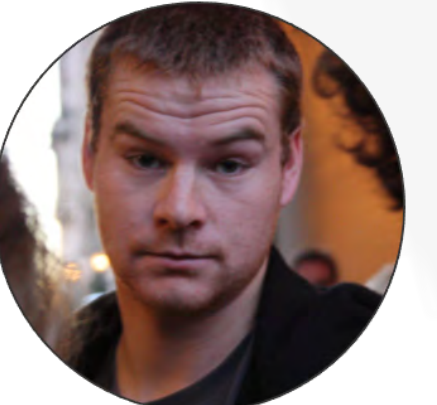















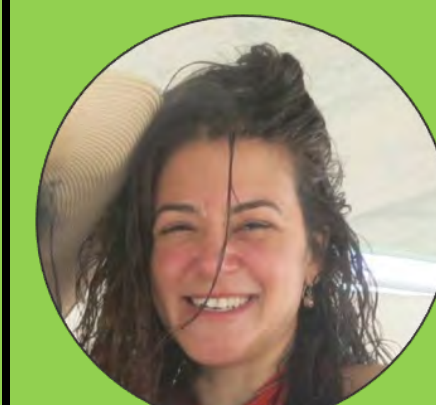









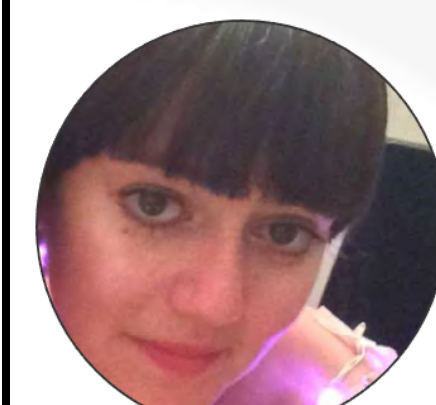




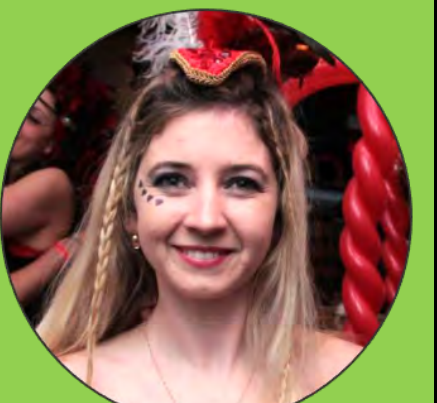

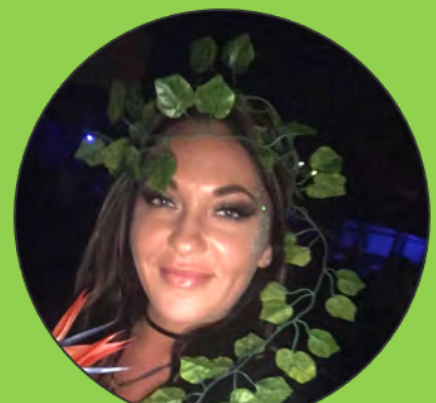






## 6. SHIFT LEAD NOTES

- **DO NOT STRESS OUT**, or at least do not stress out publicly.
- If a volunteer is not doing their job right do let them know immediately but politely and privately.
- It is not your responsibility to accommodate people's shift schedule changes. If someone knows that they won't be able to make a shift **THEY MUST FIND THEIR OWN REPLACEMENT** and let you know in advance. If you are for some reason short on people do not hesitate to go into camp and shout for more volunteers.
- Have a safe storage space for volunteers to set aside special items that they would like for themselves, but don't let this get out of hand – this should be treated as a privilege rather than an expectation.
- Remind people that they can get fix up or upgrade their costumes at the Krafting Dome.
- Don't hang up wedding dresses or anything that can be used as such on the floor and let the volunteers know about this. Save the them for when people come specifically looking for one for a Playa wedding – this will make their week!

## 7. VOLUNTEERS RESPONSIBILITIES

- Make sure you start by signing your **ATTENDANCE** with your **SHIFT LEAD**.
- Show us 10 minutes early so that you have time to **UNDERSTAND** your assigned Roles. the earlier you get the more chance for you to make a choice.
- Assigned Roles are **FLEXIBLE** and can be changes, Shift lead might ask you to **SWITCH** or **FILL** a missing role as needed.
- If you can't make it to the shift for any reason, it's your **RESPONSIBILITY** to find your **REPLACEMENT**. Swap your shift with your friend but make sure he will show up.
- Say generally positive things like "everyone looks great" etc.
- Ask for the **KK SASHES** and keep it on all the time, then **GIVE IT** to the next Volunteer when you done.
- The tent and the dome should be organized and stocked when it opens and when it closes, do not leave extra work for the next morning shift.
- Maintain an atmosphere of **FUN** and **CREATIVITY**.
- Make sure you recognized your **SHIFT LEAD** (Printed on the shift board), ask for help and advice when you need.

	Monday	Tuesday	Wednesday	Thursday	Friday					
11:15 to 2:30	 <b>Ahmed   Mr. White</b> (Bat Cave)	 <b>Dana Pogorelec</b> (Goddess Grove)	 <b>Jackson Robert Foster</b> (Rainbow Unicorn)	 <b>Kenzie Kl</b> (Rainbow Unicorn)	 <b>Susie Zeab</b> (1st Pod)	 <b>Jeffrey Thompson</b> (fortress of poditude)	 <b>Daniel Szczuka</b> (Goddess Grove)	 <b>Stephanie Caragliano</b> (Rainbow Unicorn)	 <b>Hausheer Andrea</b> (Fortress of poditude)	 <b>Jon Denby</b> (Pie Pod)
	 <b>SJ Khan</b> (Goddess Grove)	 <b>Pat Brown</b> (1st Pod)	 <b>Marianna Grace</b> (Bat Cave)	 <b>Teagan Lee</b> (1st pod)	 <b>Nora Tulchina</b> (Goddess Grove)	 <b>Danisa Arias</b> (Rainbow Unicorn)	 <b>Jess B Erge</b> (Rainbow Unicorn)	 <b>Lola Bee</b> (Rainbow Unicorn)	 <b>Fiona Singer</b> (Goddess Grove)	 <b>Peggy Sheehy</b> (1st Pod)
2:30 - 5:45	 <b>Brenna Dolan</b> (Pie Pod)	 <b>Daniel Galron</b> (Pirate)	 <b>Julie Sholokh</b> (Goddess Grove)	 <b>Linda Bass</b> (Goddess Grove)	 <b>Caley Bisson</b> (Pirate)	 <b>Caroline Pronovost</b> (Bat Cave)	 <b>Wabi Sabi</b> (Bat Cave)	 <b>Jessica Guarino</b> (Primate Pod)	 <b>Becki Heller</b> (Guest)	 <b>Michael Burgher</b> (Bat Cave)
	 <b>Sydney Ligouri</b> (Bat Cave)	 <b>Jamie Jo Friederick</b> (Primate pod)	 <b>Clair Seager-Galron</b> (Pirate)	 <b>Molly Campbell</b> (Fortress of Poditude)	 <b>Kait Murphy</b> (Pirate)	 <b>Juliana Kazieva</b> (Cuddle Pod)	 <b>Saki Sonoda</b> (Pid Pod)	 <b>Nozomu Shoji</b> (Pid Pod)	 <b>Bones Matney</b> (Rainbow Unicorn)	 <b>Andrea Bassing Matney</b> (Rainbow Unicorn)