

2015 Ashland Train Day

Venue Monitors

Information and Duties

Overall Train Day event area is divided into three sectors:

- **North** - All areas on north side of Thompson St. (Rt. 54)
- **Central** - All areas on south side of Thompson St (Rt. 54) down to Myrtle St. railroad crossing area, and on both sides of the tracks
- **South** - All areas of the Hanover Arts and Activity Center

General Info:

- Train Day is all about fun, so make the experience a memorable one
- Keep a watch over area of responsibility and handle problems as they occur
- Handle the problems or alert appropriate authorities when necessary of issues
- Check on volunteers in area and assist them as necessary
- Assist guests with questions
- When talking on the radio, refer to yourself as one of the following:
 - North Venue Monitor
 - Central Venue Monitor
 - South Venue Monitor

Responsibilities

- Walk throughout area of responsibility and look for problems or issues that may need attending to, such as trash cans need emptying, port-a-potties or safety issues
- Check in with businesses in area and see if they are having any problems or issues
- Keep in touch in with all our venue sites and see if they need anything
- Always keep an eye on the railroad tracks for guest on them or guests too close when trains pass by and alert them immediately
- Monitor buildings and venue sites and maintain order as necessary
- Be observant for guest running or horseplay
- Be cognizant of crowd size in areas and keep a watchful eye for unsafe activity
- Control the amount of guest in a particular area if necessary
- Keep guests from bringing food and drink into buildings
- Keep in touch or work in tandem with sanitation hosts making sure trash cans are emptied and new bags installed
- Assist guest with any problems as needed
- Assist vendor booth operators with any issues they may incur
- Make sure vendor operators are not standing out in roadways or paths inhibiting guest from passing by
- Always be alert to proper safety practices throughout event area

Telephone numbers

- Train Day Hotline: 412-7288
- EMERGENCY: 911