Edmonton Comedy Festival 2017

Driver Information Sheet

**Parking**

The Four Points Sheraton Hotel (7230 Argyll Road) is headquarters and we will again park there.When you start your shift, park your car at the East Side of the hotel and pick up a set of keys at the front desk. The specific vehicle may be pre-assigned to you. Be prepared to show your ID. I will provide the hotel with a copy of the driver’s shifts.
At the end of your shift return the key to the front desk.

**Vehicles**

Do Not Drink and Drive (I had to say that)
Drive with caution at all times
Do not speed or park illegally: you will have to pay for any tickets you get.

Watch your fuel level. If you need to fill up, pay for the gas yourself (you get reimbursed and you get to keep the AIRMILES Points!).

If you feel the vehicle needs a wash, do so and pay for it, and keep the receipt.

Make sure you request a receipt for any expenses. Some may experience a malfunction at the airport if you paid the parking with a credit card. If that happens, not to worry, just record the place and time and expense and submit with your other expenses.

Submit all the receipts to me at a Tuesday luncheon, no later than October 17.

I have initiated a simple e-Transfer to reimburse your expenses. This works very well – is simple and fast and it doesn’t cost you anything.

**Airport**

Use your own judgment for where to park when you pick up. We do not have any arrangements with the Airport authorities, so pay for parking if you have to.

Please meet your client inside the airport. Wear your ECF t-shirt and/or hoodie or carry the logo for the festival so you are easily recognizable. The performers will be looking for you, as they know they will be picked up. If you want to know what your client looks like, go to the festival website.

Please check the [**EIA Website**](http://flyeia.com/) and monitors on the arrivals level, as planes may not be on time. If you think there are going to be problems, call me.

**Venues Drop off and Pickup Locations**

For street addresses and map for each venue, please check the website:
[**http://atbcomedy.com/shows.html**](http://atbcomedy.com/shows.html)

**General Remarks**

Our clients, the performers, will see you as an ambassador of Edmonton and Rotary. Keep that in mind.

Wear your Festival Pass at all times.

While you are waiting at a venue, you are allowed to attend the performances if there is space.

All performers are staying at the Four Points Sheraton.

Some performers will have their agents with them. If there is room in the van, please take them along.

Submit your expenses at a Tuesday lunch no later than October 17, and you will be reimbursed immediately via e-Transfer.

If there are any issues, please call or text **Hans Granholm: 780-918-1079**. Other important phone numbers are on your accreditation pass.

**Thank you for Volunteering.**

**Be careful, have fun, and remember, you are the driver, not the comedian (hehe)**