

Phellowship Tabling Instructions

Please print these instructions and follow them carefully.

Feel free to contact Jay O. or Lisa T. with any questions. Have a great show!

If anything changes with your schedule that affects your volunteer commitment please let Jay or Lisa know as soon as possible.

Thank you for your interest in chairing The Phellowship's table!

The only requirement for chairing a table is that you have over one (1) year clean and sober in some form of recovery program. Though the Phellowship is open to all who wish to remain clean and sober at shows, we feel it is important that the chair people have a recovery background that will provide the experience necessary in helping newcomers with questions about addiction.

These guidelines have been created to help you be as prepared as possible during your service working the table. We cannot anticipate everything that may occur and ask that you use your best judgment in dealing with situations that may arise. As a table worker, you are a representative of The Phellowship at all times. Keeping this in mind, we ask that you refrain from any vending and cooperate entirely with all venue personnel, management, and band crew. Being allowed to have a table at shows is a great privilege and one that can easily be revoked if it is not respected. You are welcome and encouraged to call or text Jay O. or Lisa T. with ANY questions (Jay O. – 860-480-1137; Lisa T. – 562-209-2240).

Keep in mind that everyone is entitled to his or her opinion and not all will appreciate what the Phellowship is doing. We ask that when dealing with these people, and anyone for that matter, you avoid arguments or debates and maintain an attitude of kindness, patience and tolerance. Let them know that your purpose is to provide support to those who seek it, not to debate the issues. You may simply tell someone that The Phellowship, as a group, has no opinion on outside issues concerning drug or alcohol use and simply wants to be part of, not separate from the Phish scene. Also, remember that those who heckle might be the ones who need us the most in the future. Let them know by "attraction" that we'll be there. Thank you again for your interest in serving. We hope you find this to be an interesting and rewarding opportunity!!

ENTRY INSTRUCTIONS AND BEFORE THE SHOW:

In advance of the show(s), please make contact with your table partner and coordinate the purchase of candy for each night of table service as well as meeting at will call **1.5 hours before doors** so you can be walked in together by The Waterwheel representative (usually it's Matty or Erik, but not always). Both table volunteers must be walked in together. Once inside, you will retrieve The Phellowship's road case from The Waterwheel table.

We cannot emphasize how important it is to be on time! **PLAN TO BE EARLY!!!** Account for possible traffic, delays, and parking problems. Once you arrive at the venue, meet up with your table partner and go to the will call area **1.5 hours before doors (DOORS - NOT SHOW TIME)**. [Note: you will be waiting AT the will call area; do not go up to the will call window – the workers at will call have nothing to do with our entry. You are only waiting at the will call area.] If you don't know where the will call is, keep asking people until you find out! Some venues have more than one will call; if this is the case and you don't know which one is the main will call, each volunteer should go to the separate will calls and look for the group of Waterwheel volunteers who will also be waiting to be escorted inside the venue. Always ask the other people waiting around will call if they are also waiting for The Waterwheel; that is how you know you are at the right place. Wait patiently; The Waterwheel contacts are very busy before the show and will come out to get you as soon as they have a chance. Pay attention and be ready to start walking in with them as soon as they show up.

The Waterwheel contacts will walk you inside the venue and show you where The Phellowship table is located. Follow their instructions completely. Pick up the supply bin from The Waterwheel table and set up where they direct you to. If there are no chairs already at The Phellowship table, ask them if they can bring you *three*, or direct you to where you can get some. Stay at the table and refrain from wandering around or going into the venue proper for sound check. *This is very important and will reflect poorly on The Phellowship if our volunteers are seen in unauthorized places. Wait at the table until the doors open.*

During the set-up, if you have a phone signal, try to post the location of the table on The Phellowship Facebook page, or ask a friend to do it if you can't. This helps people find the table once the doors open.

Phellowship service changed a bit in 2014 and some major points are outlined below. They may seem trivial but are very important to the organization and the allowance of our continued presence at Phish shows. There is a laminated photo inside the road case that shows a demonstration of the intended presentation of the table; please refer to this when setting up.

* **Banner/tablecloth** - There is a banner and a tablecloth inside the road case; please use these and don't bring your own. They were provided to us by the band and should be treated with care. The banner should be hung above the table, if possible. Try to use duct tape sparingly and not damage the venue walls (or the banner). Please ensure they don't drag on the floor or get stepped on and do your best to keep things from getting spilled on them. Kindly ask table visitors/volunteers to not sit drinks on the table. If the banner or tablecloth do get soiled and you have time between shows, the proper washing method is dry cleaning only (this is a reimbursable expense). In the extreme circumstance that you must bring a tablecloth from home, please use solid colors with NO designs or tie dye (this is a request from the band's management).

* **Candy** – (this is a reimbursable expense) Please only place the candy in the candy bowl that you will find inside the road case; don't lay it around on top of the table. Big bags of individually wrapped hard candy can be purchased at Costco (the Fun House assortment bag) or other large stores for a reasonable price. *Do not offer chewing gum in the candy selection (most venues disallow gum and we've been asked by many to remove gum from the candy selection on the table).* Keep in mind that chocolate and candy that melts is not a good idea for summer or hot days outdoors, and usually costs more. **Any candy distributed from the table must be individually factory sealed for safety reasons.** If kids ask for candy, make sure their parents approve first.

If you have leftover candy (the non-melting variety) and there are still shows left on the tour, please securely wrap it up (re-use the original bag, grocery bag, etc.) and store it in the road case for use by the table workers at the next show. There is no need to leave a pile of candy on the empty table after the show for the venue workers to throw away. You can let a volunteer for the next show know what you've left in the box if it will help them gauge how much candy to buy for their show.

* **Stickers** - Inside the road case, there is a plastic sheet with a display of all of our available stickers. This should go on the table and not stacks or rolls of stickers. Table visitors can point out which sticker(s) they'd like and you can provide it to them. It is ok to put a few of each sticker out on the table, but please remember to keep it orderly. We ask for donations for the stickers (including the yellow rounds); typically \$1 per sticker, it's not necessary to quote an amount, just "we ask for a donation." If someone wants a yellow round sticker to stick on themselves during the show (for identification purposes), that can be complimentary, but not whole strips of them. They cost almost as much as the other stickers and we go through them like crazy. If you notice the supply of stickers in the road case getting low, please let Jay or Lisa know.

* **Non-Phellowship related items** - Should not be placed on top of the table. Examples of this are band flyers, outside events, 12 step program materials, other non-profit literature, other yellow balloon groups' stickers or literature, etc. Basically, if you don't find it inside The Phellowship road case as one of our standard items (refer to demonstration photo), it shouldn't go on the table. The top of the table should look as tidy and professional as possible.

* **The road case** - During your time doing service, please throw away any trash you find inside the road case. Our goal is to keep it organized, clean (inside and outside) and well stocked. Don't stick stickers on the inside or outside of the road case. If you see any, please remove them. If you notice any of the supplies getting low or missing, let Jay or Lisa know as soon as possible.

* **The money donation container** - Please use the one provided inside the road case. Throughout the show, pull out all large bills and empty the container when it starts to get too full.

DURING THE SHOW AND THE SETBREAK MEETING:

Once the doors open, people will find the table and the fun will begin! Have a great time and interact with anyone who is curious as to what The Phellowship is!

* **During the music** - The two table volunteers are allowed to take turns going in to see the music. Before the show, figure out how you're going to split up the show. Some go in for a couple songs at a time; some flip a coin for whole sets. The times that you both MUST be at the table together are before the show starts, during set break for the meeting, and after the second set ends (before the encore, you both break down the table and turn in the box to The Waterwheel), then hang out at the table location to say goodbye to show-goers after the show.

* **The setbreak meeting** - Pick a "leader" and start the meeting approximately 5 – 10 minutes after the first set ends. Start the meeting with The Phellowship preamble found in the newsletter, and pass a yellow balloon around for those who are sharing. The setbreak meetings usually last around 10 – 15 minutes and start and end with the serenity prayer. It should be announced that anyone who still has questions or needs to talk to someone after the meeting can stay and talk to the table workers or other members.

* **At the end of the show** - BEFORE THE ENCORE, pack everything up and return the road case back to The Waterwheel table where it was given to you, ASAP. If you're doing service for a multiple night run at the same venue, it is usually ok to leave the bare table and chairs leaning against the wall at the table location. Check with The Waterwheel contacts to verify this.

THE DONATIONS:

Mail the donations in a money order or check to: (it is important that you address your checks/mail as stated here): Sukhpran Khalsa, 389 Old Stage Rd., Essex, VT 05452. Please mail it as soon as possible after the show and include receipts for any expenses you reimbursed yourself for. If you're doing service for a multiple night run at the same venue, the lead person should account for each night separately and batch all of the nights' funds in one money order or check.

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Have a great show!

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East of the Mississippi - Jay O. – 860-480-1137

West of the Mississippi - Lisa T. – 562-209-2240