



Freezer Burn 2023, Midnight Menagerie

AfterBurn Report

Completed: December 2023

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Freezer Burn 2023 Event Information

Number of Tickets Available	1100
Number of 2023 (paper) Tickets sold	439
Number of 2023 (online) Tickets sold	554
Number of VIP Tickets (Producers)	4
Number of Attendees	975
Number of Registered Volunteers	315+
Number of Registered Art Pieces	46
Number of Registered Theme Camps	49
Number of Art Grants awarded	75
Total \$\$ awarded for Grants	\$42,362.73
Effigy Burn	Yes
Temple Burn	Yes
Number of Burnable Art projects	2
Number of Art Cars	3
Number of registered stages	2 (+1 renegade)
Number of registered events	117
Annual local donation made to	Ponoka Elementary Art Program
Donation amount	\$1,000.00
Donation to Burning Man Project	\$1,000.00
Donation to LEA	\$20,000.00
<p>Freezer Burn Financials are posted to the LEA (League of Extraordinary Albertans) website, but will not be available until post-event wrap up has been completed. Event Financials can be found HERE</p>	

A guide to reading this AfterBurn Report

In an attempt to make the AfterBurn reporting easier and efficient, and to standardize the responses in preparation for publication on the LEA website, a Form was created for all of our volunteer Leads and Co-leads to fill out. This Form helps outline their roles and responsibilities, their volunteer team coordination, and also allows for suggestions on future improvements.

Please note that we also leave a portion open at the end of the document for some questions that are considered confidential between the volunteer and our Production team members. We will not share these questions on this public document.

The Form layout is as follows:

AfterBurn Report
<p>Thank you for the gift of your time and expertise leading a crew. Without volunteers like you, our events cannot happen. The purpose of this form is to standardize the AfterBurn responses in preparation for publication to the LEA (League of Extraordinary Albertans) website.</p> <p>There are two parts to this report: Part A and Part B.</p> <p>Part A is for general comments and simple feedback and will inform the content to be published on the LEA website in whole or part. Any names provided in Part A will be redacted and replaced with "Participant".</p> <p>Part B will give you the opportunity to provide feedback for Producers' eyes only and will not be for public viewing.</p>
Part A: For publishing (this information will be for public viewing)
<p>*In Part A of this report, please keep all comments general and to the point. Please keep any concerns simple and productive without specifying participants by name. Remember the human; keep it constructive.</p>
What was your position?
Did this position have a co-lead? If not, does it need one (or more??)?
Pre-event: Lead responsibilities & tasks 1. Timeline
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.
Pre-event: Lead Responsibilities & Tasks

2. Budget
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?
Did you find the budget approval process complicated?
Pre-event: Lead Responsibilities & Tasks
3. Materials
What materials did you need to acquire to fulfill the responsibilities of this lead position?
When did you need them?
How did you acquire the materials needed?
Pre-event: Lead Responsibilities & Tasks
4. Volunteers
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?
What was your scheduling process?
How did you mentor/ train volunteers?
Any additional comments regarding pre-event responsibilities & tasks?
During the event: Lead Responsibilities & tasks
1. Duties
What did you and your Co-lead (if you had one) do on-site during the event?
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?
Any additional comments regarding responsibilities & tasks during the event?
Post event: Lead Responsibilities & tasks
2. Materials
Are there any materials that need to be replenished before next year? Please provide details.
Are there any repairs to infrastructure needed before next year?
Are there any methods of reducing this damage you used, or would recommend using for next year?
Post event: Lead Responsibilities & tasks
3. Volunteer Performance

Did you have enough volunteers?
What was the average length of a volunteer shift?
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)
Did you find the process of assembling your volunteer crew complicated?
Post event: Lead Responsibilities & tasks 4. AfterBurn Report Look at you! Getting it done! Thank you very much! Remember to keep feedback in this section simple, productive, and non-specific with respect to naming participants.
What worked well this year?
Keeping in mind this part A will be posted online, what were any issues that arose with leading the position that you wish to become part of the public record? (Remember, participant conflicts or concerns can be discussed in Part B).
Solutions: How do you feel the above issues might best be fixed?

Production Committee AfterBurn Reports

Producer

What was your position?	Production
Did this position have a co-lead? If not, does it need one (or more??)?	three others, all critically needed
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	build the box and invite the participants to come play
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	yes
Did you find the budget approval process complicated?	no
What materials did you need to acquire to fulfill the responsibilities of this lead position?	a whole lotta patience
When did you need them?	the whole time
How did you acquire the materials needed?	Gritting my teeth and getting it done
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	4, all returning
What was your scheduling process?	meetings weekly, on site each lead one night, on call for another.
How did you mentor/ train volunteers?	See how they do in other critical lead positions
Any additional comments regarding pre-event responsibilities & tasks?	Glory Through Toil!
What did you and your Co-lead (if you had one) do on-site during the event?	Answered a lot of questions, directed well meaning helpers, pounded some rebar.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	Hahahahah. Radio is power!

Any additional comments regarding responsibilities & tasks during the event?	nope
Are there any materials that need to be replenished before next year? Please provide details.	probably the patience
Are there any repairs to infrastructure needed before next year?	trails again
Are there any methods of reducing this damage you used, or would recommend using for next year?	
Did you have enough volunteers?	yes
What was the average length of a volunteer shift?	10 months
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	1392
Did you find the process of assembling your volunteer crew complicated?	no
What worked well this year?	great team, works very well together
What were any issues that arose with leading the position that you wish to become part of the public record?	Every year has challenges, but as long as our participants want to solve problems more then they want to create problems, we will get through the tough times.
Solutions: How do you feel the above issues might best be fixed?	Continue to encourage civic compassion

Producer

What was your position?	Producer
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	All of the above.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	A computer, and mobile phone
When did you need them?	Before the event planning in October
How did you acquire the materials needed?	cash money
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	We had four producers this year. I believe that is a great number. All four of us returned from last year.
What was your scheduling process?	We figured out which time off we all wanted and worked around that
How did you mentor/ train volunteers?	We had shadow shifts with potential future producers
Any additional comments regarding pre-event responsibilities & tasks?	nope
What did you and your Co-lead (if you had one) do on-site during the event?	Basically putting out fires (not literally) as they arose. making sure everyone was having a good time. Providing a safe sand box.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	I'm addicted to the radio
Any additional comments regarding responsibilities & tasks during the event?	nope

Are there any materials that need to be replenished before next year? Please provide details.	not that I can think of
Are there any repairs to infrastructure needed before next year?	not that I can think of
Are there any methods of reducing this damage you used, or would recommend using for next year?	nope
Did you have enough volunteers?	yes but I believe there is always room for more
What was the average length of a volunteer shift?	8
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	290
Did you find the process of assembling your volunteer crew complicated?	no
What worked well this year?	Team work. We all work so well together keeping the ball rolling
What were any issues that arose with leading the position that you wish to become part of the public record?	We are going to eventually be passing the torch to keep Freezer Burn going and it would be amazing if we had people contact us and let us know if they are interested. Many hands make light work.
Solutions: How do you feel the above issues might best be fixed?	Raise those hands up

Producer

What was your position?	Production
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Meetings, so many meetings. Team management. Securing vendors, permits, insurance. Budgeting. Policy making/updating.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Internet connection, computer device, conferencing apps (ie. Zoom)
When did you need them?	Throughout the entire process
How did you acquire the materials needed?	Already had them
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	4, all returning
What was your scheduling process?	Collaboration
How did you mentor/ train volunteers?	N/A
Any additional comments regarding pre-event responsibilities & tasks?	N/A
What did you and your Co-lead (if you had one) do on-site during the event?	Team management, pitched in, took responsibility for the entire event
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	Nope, but I'm a radio whore.
Any additional comments regarding responsibilities & tasks during the event?	N/A

Are there any materials that need to be replenished before next year? Please provide details.	Sure are, they'll be factored into next year's budget
Are there any repairs to infrastructure needed before next year?	Probably, there always is
Are there any methods of reducing this damage you used, or would recommend using for next year?	N/A
Did you have enough volunteers?	No
What was the average length of a volunteer shift?	12 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	1000
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	Production Team works really well together
What were any issues that arose with leading the position that you wish to become part of the public record?	N/A
Solutions: How do you feel the above issues might best be fixed?	N/A

Producer

<p>What was your position?</p>	<p>Producer (or more seriously, a Member of the 2023 Freezer Burn Production Committee)</p>
<p>Did this position have a co-lead? If not, does it need one (or more???)?</p>	<p>Yes, there were 4 of us total</p>
<p>What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.</p>	<p>One of the big pushes prior to the event this year was getting the website compiled, organized, tested and then online. There was a lot of time spent on this new website and thankfully we had a stellar web volunteer that was there to guide us.</p> <p>I took on multiple different projects throughout this web development, but more specifically I was able to work with many team leads to compile and populate a good descriptive write up for each team in Freezer Burn (which takes a bit of time as there are over 27 Freezer Burn teams).</p> <p>Once the website was launched it seemed to be business as usual. Our Team kicked off our Weekly Monday meetings in October and Ran all the way through to July. Most meetings were 2 or more hours, and many meetings resulted in hours of "action items" for all members of the Production team.</p> <p>Prior to the event, we have the Financial meetings setting budgets, then seeking our team leads, setting up our Contract accounts, visiting and signing the land lease documents, then theme voting, team leads meetings, Effigy/temple process, Online town hall, in-person ticket sales, onsite build weekend, etc. All of these activities may take hours of labour to find completion.</p>
<p>Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?</p>	<p>We are stoked to be able to 1) offer so much back to our community in the way of Art funding and 2) offer the LEA a large surplus to help support and/or fund other initiatives (like DECOMP or AToTTiTD for example) throughout the year.</p>
<p>Did you find the budget approval process complicated?</p>	<p>Our Financial process is top notch!</p>
<p>What materials did you need to acquire to fulfill the responsibilities of this lead position?</p>	<p>The drive to succeed, and the desire to survive.</p>
<p>When did you need them?</p>	<p>October 2022</p>

<p>How did you acquire the materials needed?</p>	<p>Sat in a corner, had a good cry, and then wiped them tears away and joined the Zoom meeting.</p>
<p>How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?</p>	<p>Over 300 volunteers needed to make this event happen!!</p>
<p>What was your scheduling process?</p>	<p>a disaster? hahaha. Aside from the scheduled timelines and deadlines, it was quite often a fly by the seat sort of activities.</p>
<p>How did you mentor/ train volunteers?</p>	<p>We watch you when you don't think we're looking. we observe. we feel. we... creep on people? Oh dear. Let's put it a different way:</p> <p>We do watch for individuals that are excelling in their volunteer positions, and then approach them about furthering their leadership opportunities. Once we identify individuals we feel may have that energy, we do talk about it and see how all of our production members feel. We may even have conversations with Mentor type leads who may have worked with the individual in question. We do try to seek people that have moved "through the ranks" so to speak and then work themselves into a lead or co-lead position.</p>
<p>Any additional comments regarding pre-event responsibilities & tasks?</p>	<p>We are going to try to be about a month ahead next year.</p>
<p>What did you and your Co-lead (if you had one) do on-site during the event?</p>	<p>Drive around in golf carts and try to look good.</p> <p>Hahaha! We are kind of "go fors" at the Event - You need it, we will find it, build it, get it, figure it out or just plain out tell you No. A lot of our time is spent working towards resolve on situations, concerns, ideas or safety matters. We are all wearing many, many hats.</p>
<p>Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?</p>	<p>Go to sleep with it on, wake up with it on, after a while, you don't even notice it.</p>
<p>Any additional comments regarding responsibilities & tasks during the event?</p>	<p>I'd like to take this moment to share some tender words from my old friend Bryan,</p> <p>"Don't tell me it's not worth trying for, You can't tell me it's not worth dying for, You know it's true (you know it's true), Everything We do, We do it for you, (yeah, yeah)."</p>

<p>Are there any materials that need to be replenished before next year? Please provide details.</p>	<p>Patience?</p> <p>In the teams that I dealt with there are very few. I do know however that the FAST team would like to update, service or replace some of their older materials.</p>
<p>Are there any repairs to infrastructure needed before next year?</p>	<p>Nothing further that comes to mind.</p>
<p>Are there any methods of reducing this damage you used, or would recommend using for next year?</p>	<p>Strategic maintenance plans for some of the assets.</p>
<p>Did you have enough volunteers?</p>	<p>Yes and No. Overall yes, but I know that some of the teams were stretched thin.</p>
<p>What was the average length of a volunteer shift?</p>	<p>12 hour onsite shifts</p>
<p>What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)</p>	<p>1664</p>
<p>Did you find the process of assembling your volunteer crew complicated?</p>	<p>No, just time consuming.</p>
<p>What worked well this year?</p>	<p>I feel that our FAST team really stepped it up with their abilities and efforts. I was really pleased to see that team working so closely with each other as well as with the Effigy and Temple artists. From early planning, to documentation, to implementation, I feel I have to take my hat off to this team.</p> <p>We were also very happy to be able to reimburse all the individuals who took a FAST approved course, 100% with submission of their receipts.</p>
<p>What were any issues that arose with leading the position that you wish to become part of the public record?</p>	<p>It takes a lot of energy to produce an event like this, and while it may seem overwhelming, what makes it easier is our Team Leads. Having new team leads and a mentor/mentee opportunity is what we have trouble implementing. We are getting to be a well oiled machine, but we need that new grease.</p>
<p>Solutions: How do you feel the above issues might best be fixed?</p>	<p>I feel we need to have some process on paper that can be shared with how to do a mentorship. This would be something collaborated and drafted up with individuals who have gone through the mentor/mentee process successfully. Being able to provide team leads with a "here's how you do it" may work better than a "we should do it". This is after all, a do-ocracy and if no one wants to</p>

	"do it" then of course it will not succeed.
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Individual Team Reports

These reports have been provided in response to the Producer call out using the new google form after the event. They have not been edited, save for formatting. The words are of those who wrote them. We have however redacted names of individuals used and replaced with Lead or Co-Lead.

THE FORM QUESTIONS ARE IN THE LEFT COLUMN

VOLUNTEER RESPONSES TO THE QUESTIONS ARE ON THE RIGHT

What was your position?	
Did this position have a co-lead? If not, does it need one (or more??)?	
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	

Please also note that not all of our volunteer Leads had the opportunity to complete this AfterBurn request, but we are happy with the work they were already able to offer us. Thank you to all of our volunteers for your continued support.

The Form responses, by team are as follows.

ARTery/ Art Grants/ Art Grant Financials

ARTery Lead

What was your position?	ARTery Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No Co-Lead Required
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	<p>In the very late part of 2022(November specifically) Myself, the ArtGrants Lead and the Website Lead (with the help of the Art Grants Financial team) got together to talk through the possibility of completing the ARTery section of the new website that was proposed in 2020. With this we discussed timelines and resources for the ARTery and Art Grants. Through November, December and January(2023) we worked to fine tune and test the art grants section of the new website. Due to work being completed on the website the ARTery was delayed on opening art grants for the 2023 year. The timelines were very compact and our proposed dates were pushed by almost a month.</p> <p>Upon completion of the event Budget we were notified of the grant allowance for the 2023 year. From there we all worked with the Art Grants financial team to define the amounts for each grant.</p> <p>Upon the art grant streams closing the review team(consisting of myself, the art grants lead and 3 community volunteers) reviewed each grant and approved/denied or requested more information where appropriate.</p> <p>While contracts were reviewed and signed(supported by theArt Grants Lead), I worked on community engagement and worked with our community artists when questions were asked through email.</p> <p>When all contracts were finalized I created spreadsheets for both the Placement and WWW teams with the pertinent information that they required.</p> <p>I attended all of the meetings, encouraged my team, laid down a basic timeline that was discussed and approved by the team.</p>
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes

Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	DocHub **The leads could really use more than one Zoom account to complete their meetings or a very clear schedule for usage. Not having access to a professional Zoom account, leaves leads to use inferior options or only have 30 min meetings.
When did you need them?	Upon the art grant submission due date
How did you acquire the materials needed?	Acquired by the Art Grants Lead
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	ARTery Lead, Art Grants Lead, Two Art Grant Finance leads and 3 community volunteers. (All team members were returning except for 2 community reviewers)
What was your scheduling process?	My intention was to get things started much earlier, however, work on the website took longer(and that time was required to get it right). I initially worked using the schedule from previous years and then adjusted for the intentions for the 2023 year.
How did you mentor/ train volunteers?	Volunteers did not need to be trained for the review process. The team has invested time into creating an assessment document to assist community volunteers in the process.
Any additional comments regarding pre-event responsibilities & tasks?	All timelines/processes/documents/applications/emails will be reviewed for the 2024 event.
What did you and your Co-lead (if you had one) do on-site during the event?	Assist artists on-site if required
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	N/A
Any additional comments regarding responsibilities & tasks during the event?	N/A
Are there any materials that need to be replenished before next year? Please provide details.	N/A

Are there any repairs to infrastructure needed before next year?	N/A
Are there any methods of reducing this damage you used, or would recommend using for next year?	N/A
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	ARTery Lead - approx 10 hours per week November to June (abnormal due to website creation) Art Grant Lead - approx 5 hours per week November to January, approx 20-30 hours per week January to March, approx 10 hours per week April to June(abnormal due to website creation) ARTery Community Review Volunteers - 1 shift for 4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	1072
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	*Team dynamics *New website *contract system worked very well *Working with the Art Grant Finance Team
What were any issues that arose with leading the position that you wish to become part of the public record?	There was a lot of confusion/issues both for the artists, the Artery team, and other related departments with regards to the new website system.
Solutions: How do you feel the above issues might best be fixed?	There need to be a bit more training/training documentation to the whole Artery Team on the backend of the grant system, as well as providing training/ training documentation for both the WWW and Placement teams on how to pull the appropriate reports for their needs. We may also want to create a "how-to" document that could be posted in the Artery section of the website for how to apply for a grant, and the processes this involves from application through to reimbursement. This could also be an online meeting. This is all super new though.so it will take some learning and time.

Art Grant Lead

What was your position?	Art Grant Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No. It doesn't need one.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Worked with Artery Lead and Website Lead in November to plan the update process for the new website. Starting in December, I worked directly with the Website Lead to plan the update to the website with regards to the grant process. Through January and February, we worked to update the grant page information, create, test, and amend the online grant application form, create and test the automated email process, create and test automated reporting for the grants, as well as reports for other departments, create and test a signable contract for the grants, and create a detailed grant approval process document. Despite our best intentions, the grant streams opened significantly later than hoped due to issues with the website. Received the budget from Finance and worked with Artery Lead to determine the grant level distribution based on the budget. In March, the first grants were opened and we worked through any "bugs" in the process. Worked with Artery Lead and volunteers to approve grants. Processed each grant through the new approval system, created and sent out contracts and approval emails to each artist. The smaller grant streams opened in April and the whole process was repeated. From March until the event, I kept in regular contact with the artists regarding contracts and any other artist concerns. I also attended all necessary Team zoom meetings and kept up to date with information on Slack. Post event, I have worked with the Art Finance Team to assist them as needed in processing receipts from the artists.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	DocHub subscription
When did you need them?	April and May
How did you acquire the materials needed?	Subscribed online

How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Other than the Artery Lead and the two Art Finance Team, we had three community volunteers to help with the review process. All but two were returning volunteers.
What was your scheduling process?	While we planned on getting the grant streams opened earlier, we were limited by the constraints of the website update process. For the future, we would like to open the major grants streams earlier, perhaps as early as January 15th to give artists lots of lead time to plan their projects. Next year, it would be better to have the grants open for a full 30 days before they close for review.
How did you mentor/ train volunteers?	Volunteers did not need to be trained for the review process. The team has invested time into creating an assessment document to assist community volunteers in the process.
Any additional comments regarding pre-event responsibilities & tasks?	All timelines/processes/documents/applications/emails will be reviewed for the 2024 event.
What did you and your Co-lead (if you had one) do on-site during the event?	I was available if artist needed me but otherwise, I have no on-site duties
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	Not applicable
Any additional comments regarding responsibilities & tasks during the event?	Not applicable
Are there any materials that need to be replenished before next year? Please provide details.	No
Are there any repairs to infrastructure needed before next year?	There are some changes to be made to the online grant process .
Are there any methods of reducing this damage you used, or would recommend using for next year?	No
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	I spent approx 5 hours per week November to January, approx 20-30 hours per week January to March, approx 10 hours per week April to June(abnormal due to website creation)
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate	1072

as possible. (Include hours before, during and after the event)	
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	The team worked great. The new website, despite some issues, was amazing.
What were any issues that arose with leading the position that you wish to become part of the public record?	No issues
Solutions: How do you feel the above issues might best be fixed?	N/A

Art Grant Finance Co-Lead

What was your position?	Art grant finance
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Zoom meetings, slack monitoring, emailing
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	N/a
Did you find the budget approval process complicated?	N/a
What materials did you need to acquire to fulfill the responsibilities of this lead position?	N/a
When did you need them?	N/a
How did you acquire the materials needed?	N/a
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	2
What was your scheduling process?	Whoever did the work did the work
How did you mentor/ train volunteers?	Not this year
Any additional comments regarding pre-event responsibilities & tasks?	Nope
What did you and your Co-lead (if you had one) do on-site during the event?	Nope
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	N/a
Any additional comments regarding responsibilities & tasks during the event?	No

Are there any materials that need to be replenished before next year? Please provide details.	N/a
Are there any repairs to infrastructure needed before next year?	N/a
Are there any methods of reducing this damage you used, or would recommend using for next year?	N/a
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	2 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	25
Did you find the process of assembling your volunteer crew complicated?	N/a
What worked well this year?	The website was amazing!!!!!!
What were any issues that arose with leading the position that you wish to become part of the public record?	Nope
Solutions: How do you feel the above issues might best be fixed?	N/a

Art Grant Finance Co-Lead

What was your position?	Art Grant Finance
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Please read my Co-Leads answer
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	More money for art grants is always better
Did you find the budget approval process complicated?	NA
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Please read my Co-Leads answer
When did you need them?	Please read my Co-Leads answer
How did you acquire the materials needed?	Please read my Co-Leads answer
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Please read my Co-Leads answer
What was your scheduling process?	Please read my Co-Leads answer
How did you mentor/ train volunteers?	Please read my Co-Leads answer
Any additional comments regarding pre-event responsibilities & tasks?	Please read my Co-Leads answer
What did you and your Co-lead (if you had one) do on-site during the event?	NA
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	NA
Any additional comments regarding responsibilities & tasks during the event?	NA

Are there any materials that need to be replenished before next year? Please provide details.	NA
Are there any repairs to infrastructure needed before next year?	NA
Are there any methods of reducing this damage you used, or would recommend using for next year?	NA
Did you have enough volunteers?	Please read my Co-Leads answer
What was the average length of a volunteer shift?	Please read my Co-Leads answer
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	100000
Did you find the process of assembling your volunteer crew complicated?	Please read my Co-Leads answer
What worked well this year?	Please read my Co-Leads answer
What were any issues that arose with leading the position that you wish to become part of the public record?	Please read my Co-Leads answer
Solutions: How do you feel the above issues might best be fixed?	Please read my Co-Leads answer

Centre Camp Team

Centre Camp Co-Lead

What was your position?	Center camp lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes it has one
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Recruiting, scheduling, material sourcing and planning of operations. Also registered as theme camp and planned layout. Created a new experience this year.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Unfortunately no. Mainly because there was a lot of rework done to improve the experience this year we had to buy new signage and infrastructure. Next year should be solid. I would like to be able to purchase shade structure and operate a stage like area for live performance.
Did you find the budget approval process complicated?	Nope it was easy. Great setup. Haven't got paid yet though?
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Coffee, chai tea, signage on vinyl, stickers, propane, boilers, presses. I think we ended up making personal purchases of some infrastructure to try and keep within a reasonable budget.
When did you need them?	Most things I pre purchases about a month or two before the event to allow for proper shipping time. Consumables were purchased a week before event.
How did you acquire the materials needed?	Print and platen a burner friendly company offered super cheap printing. Other stuff from Amazon, Canadian tire, local businesses for the spices.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Quite a lot and thankfully people loved every minute of it. I think we had maybe 7 people indicate they returned and some took multiple shifts. We had maybe 20+ individuals. Likely because I kept the shift times accessible and smaller . The training needed for our group was dead simple and the way I layered the overlays they were able to train each other pretty readily.
What was your scheduling process?	Determine service times and peak times, plan to have at least 2 people active. 1.5 hour shifts with 30-45 min offsets of the second person. This way one person would come in half way through the other person's shift and they'd get trained and then hang out and then the previous person would leave. It also allowed more flex time if someone was

	late of if there was an MIA it wasn't a substantial issue and had half an hour to recruit someone.
How did you mentor/ train volunteers?	Showed them my process, walked them through setup and cleaning and the jokes we used. Then often they would relay this information and I would just pop by and do a spot check and make sure everyone knew what was what and ensured people knew the core items.
Any additional comments regarding pre-event responsibilities & tasks?	Definitely didn't know what I was in for. It did require a lot more hands on than I expected but that's also because we were doing our best to ensure it shined and setting up the procedures and documentation to ensure it remains well for the next couple years
What did you and your Co-lead (if you had one) do on-site during the event?	We managed ice sales and held radio responsibilities. Start up in the early morning to kick off the water boiler at 6 am so there would be hot water for coffee by 8. Co lead is definitely important. I don't think I could manage a 6 am start every day while also having fun. Being able to take turns with a day on and day off was super nice.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	Nope
Any additional comments regarding responsibilities & tasks during the event?	Bit of a significant pre event financial investment to effectively front the cash for all the purchases. If I didn't have a good career it would have likely been a challenge. Good to make sure whomever is leading this has good financial means to do so initially. I think i spent a total of about 1300 myself. I think a bit slicker of a process between purchase > logging in books > receipt submission > payout would probably be beneficial for someone with less disposable income.
Are there any materials that need to be replenished before next year? Please provide details.	Coffee, chai spices, propane, cue cards and sigange for the immediacy boards should be done a bit more permanently.
Are there any repairs to infrastructure needed before next year?	Unlikely
Are there any methods of reducing this damage you used, or would recommend using for next year?	No just ran out of budget for some signage so chose much cheaper options which were unfortunately also disposable at the time. We definitely need to account for more coffee next year. We did run out. Thankfully several people also donated coffee. I think doubling our coffee purchase next year may be solid. The chai tea lasted as long as it was expected to last and was good.

Did you have enough volunteers?	Yup
What was the average length of a volunteer shift?	1.5hours to 3 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	275
Did you find the process of assembling your volunteer crew complicated?	<p>Not entirely. Could have been a bit more intuitive. I think people who bought tickets in person were way less likely to end up getting volunteer shifts because they just weren't aware of it.</p> <p>It may be beneficial to have a volunteer table or two at the tickets sales if they aren't there already or email out a notice after to everyone that there are now volunteer shifts available if that wasn't already done.</p>
What worked well this year?	People loved the new layout, location, coffee and chai availability. They also really loved the hot chocolate and coffee self serve station at the man burn.
What were any issues that arose with leading the position that you wish to become part of the public record?	I would have loved to have seen more people hosting events in the available space. I think we didn't do enough advertising to really tell everyone coming that center camp provides space if you want to have a little micro event even if you're not a theme camp but want to do a big ol giving thing or service thing. We also offered the ability to find volunteers to help out at your theme camp and I feel that was also potentially under-used. People however sure did love the probability postal service and I hope it brought many people fun and friendship.
Solutions: How do you feel the above issues might best be fixed?	<p>I think making it more front and center during ticket purchases, online sales and placement registration (or in an email issued to all theme camps!!) that center camp offers space and ability to recruit volunteers to help you run something in your camp.</p> <p>I did see some cool things like someone doing a Miso soup giveaway and some electronic experimental live music being setup in the space which was perfect.</p> <p>Next year I may even consider more things center camp could easily provide like a bring your own cup of noodles meet and greet. Where we just doll out hot water to everyones noodle cups.</p>

Centre Camp Co-Lead

What was your position?	Center Camp Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, we had two co-leads this year, seems like 2 leads is necessary
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Design of camp, decide gifting, determine required resources, recruit help, liaise with Production for camp location and resources.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	We went over budget, our initial budget was perhaps overly optimistic and we underestimated the amount of infrastructure we would need to get Center Camp up and running again after change in leadership last year. Each Co-Lead took on personal financial responsibilities for the camp beyond those in the budget, and it was great to get support from Finance to help recoup some of those costs.
Did you find the budget approval process complicated?	Nope, it was well run and the spreadsheets helped make it very organized.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Infrastructure (tables, chairs, coffee equipment, serving equipment), Gifting supplies (coffee, chai, hot choc, condiments), signage, water source (water cube).
When did you need them?	Some infrastructure pre-event to get to site, everything else by event start.
How did you acquire the materials needed?	Beg, borrow, steal.. umm.. acquire. That and lots of driving around to find things on sale. Most procurement was done months if not weeks in advance so finding good deals was timely but not hectic process.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Per day we needed between 12-15 volunteers. Very few were from last year and since records have been lost and new leadership, we relied on asking each volunteer if they'd been part of Center Camp before.
What was your scheduling process?	Multiple volunteers per shift, overlapping shifts to facilitate hand off and training. Leads to fill in gaps and do starting training and check-ins throughout the day/eve.
How did you mentor/ train volunteers?	Verbally at the beginning of the day. Some written notes (we'll do better on this) and had volunteers train the next shift with leads popping in to add/verify training. Worked surprisingly well - I was worried there'd be a broken telephone effect however one shift training the other in the overlap was effective.

<p>Any additional comments regarding pre-event responsibilities & tasks?</p>	<p>We had no inventory of what was left from previous years in the sea can, and that along with no records made the initial stages difficult. Also, it was our first time so many learning experiences. Inventory of all assets is done and we have good records, especially of this year's volunteers - the first folks we'll contact next year for shifts. Also, almost every volunteer asked for shifts next year already!</p>
<p>What did you and your Co-lead (if you had one) do on-site during the event?</p>	<p>We did/oversaw the initial set up and teardown, then one of us did the late night shutdown and super early morning start up of the water boiler. We also did multiple check ins each day and had one of us on shift every morning during the busy periods. It was a lot of commitment but it allowed us to do so fun unplanned things - like bringing hot choc and chai down to the Man burn! Really that was just an excuse to use the megaphone, but hey, hot chai!</p>
<p>Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?</p>	<p>The super early start up and late shutdown each day was.. burdensome. However we're looking at fixing the boilers regulator so that we can streamline this process in the future. Also, I'd like to see some "shift leads" folks who did this last year that was to volunteer to help train new people next year. Also we're definitely having a printed training manual and reference resources for people at the bar.</p>
<p>Any additional comments regarding responsibilities & tasks during the event?</p>	<p>Co-Leading is fun. Definitely could not have done this as a solo lead, especially for this first year. Center Camp has a lot of moving parts, many activities and ways it plugs into the overall event. We're hoping to expand this next year so co-leads will be helpful then too.</p>
<p>Are there any materials that need to be replenished before next year? Please provide details.</p>	<p>Coffee supplies, chai, hot chock and all condiments. Batteries for megaphone.</p>
<p>Are there any repairs to infrastructure needed before next year?</p>	<p>Need to repair the regulator on my personal water boiler that we have been using. Otherwise everything in great shape.</p>
<p>Are there any methods of reducing this damage you used, or would recommend using for next year?</p>	<p>All good.</p>
<p>Did you have enough volunteers?</p>	<p>Yes but we hit minimal levels. I'd like to see a 20% to reduce load per volunteer and allow other functions at Center Camp (eg. live stage, more interpreters, more mobile gifting).</p>
<p>What was the average length of a volunteer shift?</p>	<p>3 hours.</p>
<p>What was the total number of volunteer hours worked by your entire crew/</p>	<p>200</p>

volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	
Did you find the process of assembling your volunteer crew complicated?	No, but in the future it will be good to canvas for volunteers earlier, as well as relying on roster of past volunteers. Again, this was lost in the transition.
What worked well this year?	Coffee gifting demand went well and was much higher than we could have predicted! Folks want MOAR coffee. Having the WWW and schedules posted was so handy for so many people. Having a central location really allowed us to be a hub.
What were any issues that arose with leading the position that you wish to become part of the public record?	Both co-leads invested a lot of festival time to managing and running the space. Some of this might be mitigated in the future as we have recurring volunteers that we expect will be able to handle the routine aspects.
Solutions: How do you feel the above issues might best be fixed?	Recurring volunteers, better volunteer training resources (guidebook, instruction manual, posted instructions). All the volunteers were amazing and worked so hard - maybe we can help better prep them with more written reference material.

Communications Team

Comms Lead

What was your position?	COMMUNICATIONS LEAD
Did this position have a co-lead? If not, does it need one (or more??)?	No - does not need one
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	COmposed and posted social media / website blog / e-mail sends as needed to promote upcoming deadlines, important dates, etc. as other producers and leads needed. Participated on group calls. Stayed in touch with website development team on issues. Monitored and responded to comments on social media, helping to connect inquiries with answers. Cheerleader online for the event and the team behind it, keeping comms and connections positive and neutral.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	No budget needed
Did you find the budget approval process complicated?	N/A
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Computer with good internet access, social media account access, e-mail app and access
When did you need them?	4 months before the event
How did you acquire the materials needed?	Provided my own
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	1
What was your scheduling process?	Made a workback schedule based on known dates and deadlines, then reminded leads as things approached to see if they wanted things posted. Also posted on demand.
How did you mentor/ train volunteers?	N/A but happy to :D
Any additional comments regarding pre-event responsibilities & tasks?	Would be hard to coordinate across more than one person; but needs one person to be 'really on point;.
What did you and your Co-lead (if you had one) do on-site during the event?	Enjoyed the event! :D Gathered some photos of things that were hard to communicate about previous year.

Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	N/A
Any additional comments regarding responsibilities & tasks during the event?	N/A
Are there any materials that need to be replenished before next year? Please provide details.	N/A
Are there any repairs to infrastructure needed before next year?	N/A
Are there any methods of reducing this damage you used, or would recommend using for next year?	N/A
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	3-4 months before, about 1 hour per week
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	24
Did you find the process of assembling your volunteer crew complicated?	N/A
What worked well this year?	Removing Polar Bear Speaks newsletter - find that most people used social media or the website, and it streamlined the timeliness of comms.
What were any issues that arose with leading the position that you wish to become part of the public record?	None
Solutions: How do you feel the above issues might best be fixed?	N/A

DPW Team

DPW Co-Lead

What was your position?	DPW Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes - <name removed>
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Recruiting, Planning, Material Shopping, Site restoration, Volunteer Coordination
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Generators, Rebar, Rebar Caps, Gas
When did you need them?	the earlier before the event the better
How did you acquire the materials needed?	Generators were rented from an established company with a good history of reasonable prices. everything else came from home depot
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	24 total, 75% being new
What was your scheduling process?	Used last year as a template since it worked well from what i could see
How did you mentor/ train volunteers?	trained volunteers on site at the start of their shift
Any additional comments regarding pre-event responsibilities & tasks?	no
What did you and your Co-lead (if you had one) do on-site during the event?	Set-up most of the events infrastructure around first response, emergency call boxes, several signs along the entry way, popup tents, generator, the fuel dump, streetlights
Did you feel the time spent on radio/ on shift during the festival was overwhelming	I did, but honestly I did it to myself, and felt like I could have spent less time on radio if I

or too great? If so, how would you like to see it reduced?	wanted to
Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	We need more rebar bent in a "staple" shape, we found that the light posts benefited from them the most, and we could have used them during the windstorm to reinforce the first response tent area. The "candy canes" were okay but less reliable.
Are there any repairs to infrastructure needed before next year?	We want to put together a small kit that has repair parts for the first response tents so they can continue to perform well (buckles, hooks, straps etc). We need to replace some DPW locks, since the key was lost and we couldn't find it, which required us to cut the locks off, 3 in total. There are some small mounting brackets for the solar panels on the light posts that have broken off, those will need to be replace. 4 or 5 in total
Are there any methods of reducing this damage you used, or would recommend using for next year?	no
Did you have enough volunteers?	For setup yes, for teardown no, but we had a few walk-ons that helped and made it doable
What was the average length of a volunteer shift?	During the event: 2 hours. Pre and post event: 16-20 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	300
Did you find the process of assembling your volunteer crew complicated?	no
What worked well this year?	The transition from Joel being Team lead last year to Myself and superman taking over went incredibly well. I feel like Joel really set us up for success with lists and communication while also allowing us to do things our own way. I really enjoyed working with super man and I think our skillsets complimented each other well. Having a gator dumptruck for DPW helped immensely with setup/ teardown and allowed us to transport material around site safely and effectively. It was much better than the golfcart dumptruck and I fully endorse / request that we get one next year again The Artist lighting for all the trails leading downstairs were phenomenal

What were any issues that arose with leading the position that you wish to become part of the public record?	No, I felt that there was support when it was asked for / needed and people were proactive when communicating any needs from us
Solutions: How do you feel the above issues might best be fixed?	N/A

DPW Co-Lead

What was your position?	DPW Co-lead
Did this position have a co-lead? If not, does it need one (or more??)?	Had a co lead needs a co lead
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Sourcing materials, plan pathway lights, respond to emails.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	The budget for 2023 was close however it still worked well
Did you find the budget approval process complicated?	No, but it needed to be broken down to not include signs
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Rebar caps, rebar steaks, 3" wood screws, gasoline for the generators.
When did you need them?	All supplies were needed for set-up
How did you acquire the materials needed?	Purchased personally and got money back.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	12-15 volunteers total
What was your scheduling process?	2 volunteers each day through the event, and 6-8 during set-up and tear down.
How did you mentor/ train volunteers?	Explain and show the volunteers what to do and get them to repeat it back.
Any additional comments regarding pre-event responsibilities & tasks?	I look forward to adding pre-event responsibilities to my role to make the following year transistor fluid.
What did you and your Co-lead (if you had one) do on-site during the event?	Organized volunteers to set up tents for first response, set up street lights and placed porta potties, made sure that the generators were topped up, and pathways were passable.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	I always had my radio on and have talked with my co lead about how that can and will be reduced in the future.
Any additional comments regarding responsibilities & tasks during the event?	A second generator may be useful as we were moving a lot of supplies around.

Are there any materials that need to be replenished before next year? Please provide details.	Pathway lighting needs to be improved more each year, more jerry cans of gasoline so we aren't leaving mid event to top up, and another generator as a back-up in case the pull cord breaks again.
Are there any repairs to infrastructure needed before next year?	Greeter tent needs to be replaced, and more rebar canes need to be purchased for tent anchoring.
Are there any methods of reducing this damage you used, or would recommend using for next year?	We are working on methods of reducing waste caused by DPW as the majority of damages are normal wear and tear
Did you have enough volunteers?	Yes, could really only use a few more for set-up and tear down
What was the average length of a volunteer shift?	During the event a volunteer shift would take maybe 2 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	105
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	I feel that the teams collaborated really well this year
What were any issues that arose with leading the position that you wish to become part of the public record?	No issues to discuss
Solutions: How do you feel the above issues might best be fixed?	Issues were more with timing of shifts and will be corrected for 2024

DPW Mentor

What was your position?	DPW Mentor
Did this position have a co-lead? If not, does it need one (or more??)?	Only one mentor
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Passed on my timeline, lists and documents to the new leads, was available for follow up questions and sat in on two Zoom meetings to address any other issues.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	See DPW Lead reports
Did you find the budget approval process complicated?	See DPW Lead reports
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Generators
When did you need them?	Tuesday early entry
How did you acquire the materials needed?	Physically picked up. But I believe this should be changed.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	See DPW Lead reports
What was your scheduling process?	See DPW Lead reports
How did you mentor/ train volunteers?	Pass on all documentation and afterburn reports from previous years to new leads, stay open and available for questions. But. Let the new leads forge their own path and do it their way as much as possible. DPW is best learned by doing. Once on site, the biggest tasks that have a learning curve are the first response tents and the construction of light posts; both leads now know how to do both.
Any additional comments regarding pre-event responsibilities & tasks?	As a mentor I found it challenging to stay away and not micromanage the new leads. Eventually I found it best to just check in every 3-4 weeks to see if they had any questions. Hopefully I found the sweet spot between helpful and nagging.
What did you and your Co-lead (if you had one) do on-site during the event?	Standard DPW set up and tear down. Though I largely left the scheduling of tasks to the new leads.

Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	I've never found the radio overwhelming. In fact I kinda missed it and found myself occasionally trying to listen in once I handed it over for good.
Any additional comments regarding responsibilities & tasks during the event?	The new leads did an amazing job during the event. I know they were both a little stressed and nervous about the position, but they really stepped up to the task.
Are there any materials that need to be replenished before next year? Please provide details.	See DPW Lead reports
Are there any repairs to infrastructure needed before next year?	See DPW Lead reports
Are there any methods of reducing this damage you used, or would recommend using for next year?	All keys for generator locks should be kept with DPW leads, NOT Oracle. Keys have been lost 2 years in a row.
Did you have enough volunteers?	See DPW Lead reports
What was the average length of a volunteer shift?	See DPW Lead reports
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	30
Did you find the process of assembling your volunteer crew complicated?	See DPW Lead reports
What worked well this year?	Splitting DPW Lead position to two Co Leads seemed to really help. I think I was correct that the amount of work for a 1000 person event for DPW Lead is a bit too much for 1 person.
What were any issues that arose with leading the position that you wish to become part of the public record?	Portos were delivered a day early before Placement had laid things out which meant a full bank had to be moved twice. I brought the generators (all 8) to and from the event and that was a LOT of extra effort, cost and weight.
Solutions: How do you feel the above issues might best be fixed?	Delivery of the portos should happen on Wednesday AFTER the streets have been laid out. We should no have to move any of them after delivery. Makes placement better. My biggest suggestion is that the generators should be delivered and picked up by the rental company. The rental company we use offers this service for approx \$600. We are up to 8 generators now and that is a lot for a volunteer

	to pick up and bring to site, plus the \$1500 cost to absorb until reimbursement.
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Effigy Build Team

Effigy Lead

What was your position?	Effigy Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No, but it would be better with one. It is a lot for one person.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	It starts with detailed design, and planning with the FAST team. I built a small scale model of the piece this was very useful for planning, figuring out the math, and for communicating with new volunteers. Then I sourced and purchased the materials, made example pieces of each section to be built, required and organized volunteers. My design involved a lot of repetitive sections that could be pre built in the shop, flat packed and assembled on site. It was easier to find people that could come help for a few hours in the shop than it was to organize people to come to site to build. The majority of the building was done in advance and site was mainly about set up and assembly.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes, I would have been able to do a more basic version for slightly less, but this budget allowed for more creativity in the pyro effects. It still required careful shopping, calling in favours to borrow tools, and a lot of community support. Many things in the building process were not covered and it required a lot of in kind donations from the community. Having a small budget to be able to pay a few people to dedicate time for building would greatly reduce the stress level and would help make for a better end product.
Did you find the budget approval process complicated?	No, everything was very straightforward and repayment was quick and easy.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	I purchased full lifts of uncertified low grade lumber. Windsor Plywood sells the wood from the mill that is too poor of quality for most projects, but is great for burning. I had to buy in bulk, and more than I needed to get the best deal, but the total savings allowed for a large build. I also needed to arrange for enough wood working tools so that when I did have build days I could keep a group working. This required in kind donations from the community, and some of the budget went towards repairs of these borrowed tools. I also needed a large space to work in, as well as trucks and trailers. The acquiring of most of the tools and equipment is not covered in the budget.
When did you need them?	The build had to be complete the weekend before the event.

How did you acquire the materials needed?	A combination of a good credit card, net 30 billing, and a supportive community.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	A large number of people came out for short periods of time. A few hours, or even days from many people made this project possible. There were about 20 people in total that helped for short periods, but with no budget to pay it wasn't possible to have any constant help from people that were able to dedicate for the duration of the project. Without a co-lead of someone to share the leadership with it meant I had to put in a lot of hours, and be on task most everyday for weeks leading up to the event.
What was your scheduling process?	I had some help from a volunteer coordinator and together we put out email updates letting people know when I would be in the shop. People would then come and go during those hours. In order to stay on schedule this meant being in the shop 4-6 days a week.
How did you mentor/ train volunteers?	I build a scale model of the effigy so when volunteers came in I was able to show them what we were building, what part we were working on, then as most of it was repeating geometries I was able to then teach someone a repeatable task then let them work on it for as long as they were able to stay.
Any additional comments regarding pre-event responsibilities & tasks?	This is a big task and would be better with a small dedicated team that can allow for volunteers but not depend on volunteers only.
What did you and your Co-lead (if you had one) do on-site during the event?	On site was a series of meetings, discussions, safety talks, pre loading the structure with more fuel, planning the music, setting up the sound system, and coordinating with the FAST team. Then cleaning up and loading all the ash into a truck.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	I am glad to not have a radio. It felt like a lot, between all the meetings discussions and planning, plus the work to fuel the fire and clean up from it. It would have been nice to have more of a team for the onsite tasks.
Any additional comments regarding responsibilities & tasks during the event?	It was great to have a producer available with a cart to help me get from task to task.
Are there any materials that need to be replenished before next year? Please provide details.	Gonna need more wood, I burnt it all.
Are there any repairs to infrastructure needed before next year?	The man is in rough shape and should be rebuilt.

Are there any methods of reducing this damage you used, or would recommend using for next year?	More fuel so we can burn it all again.
Did you have enough volunteers?	I had a large number of volunteers for short periods but not enough that were dedicated for the duration. Could use more help for the on site task and for the clean up after.
What was the average length of a volunteer shift?	Most people came for at least one 5 hr build day
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	420
Did you find the process of assembling your volunteer crew complicated?	Its not complicated, but I got almost no volunteers from the LEA efforts, I personally recruited most of the volunteers and had to be constantly posting and asking for more help. Having a volunteer coordinator helped a lot with these tasks.
What worked well this year?	Purchasing bulk uncertified lumber in lifts. Building a scale model to help indoctrinate new volunteers. A design that required a lot of the same pieces so we could factory style prefabrication then assemble on site. Creating a musical score to go with the burn.
What were any issues that arose with leading the position that you wish to become part of the public record?	The volunteers I had were amazing, but could only help for short periods of time. This meant I had to be personally involved every step of the way. This required so much time that I fell behind in other parts of my life and missed out on time to make money to support myself.
Solutions: How do you feel the above issues might best be fixed?	This was a large task for one person, it would have been much better with a small dedicated team, even if that means paying people so they can afford to dedicate the time that a large build like this requires.

Freezer Burn Fire Art Safety Team (FB-FAST)

FAST Co-Lead

What was your position?	FAST Co Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Inventory of FAST equipment, create a 10 yr budget plan for maintenance/replacement of FAST equipment, i.e. trash pump, fire hose, spill kits etc. Write burn plan for Temple burn, review and update FAST documents i.e. Propane fire pits, Art installation etc.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	No, FAST has not been properly budgeted for over the years
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	hose line, hard suction line, fire ext annual inspection, 5 yr hydro test
When did you need them?	Prior to the event starting
How did you acquire the materials needed?	Out of pocket, leverage favours from work, borrowed from friend/work
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	FAST Team Inspections there were 6, RIT there were 5 for each burn. 2 new on RIT and 3 new for FAST
What was your scheduling process?	Lead created the schedule for Inspections and the RI Team (RIT)
How did you mentor/ train volunteers?	There was a group information session with one of the art installations, reviewed the workings of their system and safety systems & shutoffs
Any additional comments regarding pre-event responsibilities & tasks?	great communication from all the leads FAST, Pyro etc,
What did you and your Co-lead (if you had one) do on-site during the event?	divide and concur what needed to be done for FAST inspections & the two burns
Did you feel the time spent on radio/ on shift during the festival was overwhelming	No it was the right amount of time, not overwhelming or over tasking

or too great? If so, how would you like to see it reduced?	
Any additional comments regarding responsibilities & tasks during the event?	For RIT now that a strong team is in place the Lead & Co Lead could split incident command duties each taking one of the burn nights so the other could enjoy one of the burns.
Are there any materials that need to be replenished before next year? Please provide details.	yes the lead for FAST has a list of equipment that needs servicing and replacing and proper budgets need to be developed & implemented to allow items to be purchased. ANY items FAST needs are all big ticket items and have life span cycles i.e. fire hose, this is a life safety device, you can't run an event of this magnitude with 20 yr old pieced together fire hose,
Are there any repairs to infrastructure needed before next year?	Yes, FAST lead has a draft budget and purchase plan so that it is not over taxing to the budget planning group
Are there any methods of reducing this damage you used, or would recommend using for next year?	Once new equipment is purchased over time it should not be an issues with a strong FAST lead & Co Lead and a regular preventative maintenance process in place.
Did you have enough volunteers?	Yes - but a few more 2-4 would have been great
What was the average length of a volunteer shift?	4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	500
Did you find the process of assembling your volunteer crew complicated?	Once we figured out the web portal and what was needed on our side it was ok
What worked well this year?	Our Team, pre planning, communication between the various groups working with effigy & temple , contingency/Pre planning due to Fire Hazard, process for team and attendees & early entry really helps with allowing things to get set up before attendees arrive
What were any issues that arose with leading the position that you wish to become part of the public record?	There were significant changes this year with the web page and FAST documents that required being filled out and submitted prior to arrival for Propane fire pits & art installations, as attendees get use to the web page and the expectations of FAST this process will become easier.
Solutions: How do you feel the above issues might best be fixed?	Time, releasing information earlier

FAST Ignitions Mentor

What was your position?	FB-FAST Ignitions Mentor/Special Effects Pyrotechnician
Did this position have a co-lead? If not, does it need one (or more??)?	No, this position was a mentor to the FB-FAST Ignitions Lead
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Meetings, lots of meetings, sourcing materials, inspiring others.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	We had more than we ever had in previous years, we will never have enough but this worked out.
Did you find the budget approval process complicated?	Didn't deal much with it, the pyro lead dealt with it
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Road flares, e-match (jtek), napalm mix (throw flame)
When did you need them?	Pyro needs to be ordered atleast 6 months in advance
How did you acquire the materials needed?	Online
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	I wasn't involved in volunteer coordination. Technically ignitions can be done with 1-2 people, more skilled folks is helpful, however they need to be licensed.
What was your scheduling process?	All pyros on deck
How did you mentor/ train volunteers?	Carefully, volunteers need hands on experience and NRCAN licensing. Most of the training is on the Job.
Any additional comments regarding pre-event responsibilities & tasks?	<p>I know I asked for more info on the art pieces but we had way too many multi hour meetings that could have been an email. The ignition plans are usually redone atleast 4 times on fraya.</p> <p>While the system worked to output adequate results, I think we need to take a step back, simplify the plans, and remind artists that this is an elk farm, simpler is better.</p>
What did you and your Co-lead (if you had one) do on-site during the event?	Direct construction of pyrotechnic Devices and provide ignitions advice and supervision.
Did you feel the time spent on radio/ on shift during the festival was overwhelming	No

or too great? If so, how would you like to see it reduced?	
Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	Ematch and road flares (>name removed< has numbers)
Are there any repairs to infrastructure needed before next year?	Ask >name removed<
Are there any methods of reducing this damage you used, or would recommend using for next year?	Nope, pyro by its nature is hard on gear (consumables etc)
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	8-10 hrs
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	120
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	Ignitions and budget process, on site build
What were any issues that arose with leading the position that you wish to become part of the public record?	Artists come with a grand vision which we love to try to accommodate but a theme I hear from artists every year is "this is how burningman does it", what works on dry playa does not work on an elk farm. We are constrained by the fact that we could in theory burn down the farm and need to be a lot more conservative in build plans. Structures need to be built with containment (sheeting to contain heat) as opposed to open frame or else they stay up forever. The effigy should be down in 30 minutes or less, same with the temple. Artists also need to be very aware of the kinds of materials they are putting on structures and ensure they are burnable or in the case of fabrics be aware to only use pure cotton as opposed to poly or synthetic blends.
Solutions: How do you feel the above issues might best be fixed?	Education, the only way we will get through this is to offer burnable art classes to artists. We spent too many meeting talking people back to simpler plans. We understand artist vision but safety of participants and of the farm come first.

Fireworks Lead

What was your position?	Fireworks Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No. Strongly suggest co-lead l'm case lead cannot perform their duties.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Planning, selection-procurement of FW, assemble team, FAST and Effigy meetings, PPE and equipment coordination- purchase (some of my suppliers donated equipment, some I purchased -personally- as budget did not allow.), safety.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	For consideration: The budget should be increased by \$200.00-300.00 for stakes, PPE, equipment such as torches (for ignition). As lead, I obtained what I needed, but do not feel, future leads or their team- should personally pay for supplies required to perform the show.
Did you find the budget approval process complicated?	No. The process was simple and well managed.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Fireworks, stakes (provided by placement) , tape, torches and fuel x3. Some PPE, safety glasses, garbage bags (post show clean) and disposal.
When did you need them?	I ordered and gathered materials/supplies a month prior to show.
How did you acquire the materials needed?	I ordered FW- through a supplier in NS. They were very reasonable and we got "a lot of bang, for our buck". :) - paid by visa, reimbursed by FB. Home Depot and others. Not submitted as exceeded the budget.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Our core team for the prep and show was 5. Myself and 4 volunteers/team members. 2 returning and 2 new. Post show MOOP clean. Myself and 2 volunteers.-new. *More volunteers x1-2 would be helpful.
What was your scheduling process?	I informed the team what time and where we would meet for 1-set up and show- via email. And team meeting on site. 2-post show clean- via email meeting time and place.
How did you mentor/ train volunteers?	The core team members were all experienced with

	Fireworks and some certified. Nonetheless- I hosted a meeting as a team to review a list of points on my agenda. Including safety, process of set up, process of ignition, firing sequence- in coordination with effigy artists, and Pyro team and the show” plan. In summary, we reviewed all the steps, then executed.
Any additional comments regarding pre-event responsibilities & tasks?	Future leads should allow: 3 hours for setup.
What did you and your Co-lead (if you had one) do on-site during the event?	We set up the fireworks, reviewed safety and steps. Executed the show and cleaned. Logged out once confirmed “ok” from Fast. (Allow 30 minutes post show and visual confirmation of no burning particles.)
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No, as I did not have my radio on 24/7. As FW lead, I only signed out a radio on Saturday. As there was no need prior. (I also had direct comma with FAST and PYRO team).
Any additional comments regarding responsibilities & tasks during the event?	More clean up volunteers required
Are there any materials that need to be replenished before next year? Please provide details.	I may not be doing FW lead next year. See previous responses re supplies.
Are there any repairs to infrastructure needed before next year?	Not applicable.
Are there any methods of reducing this damage you used, or would recommend using for next year?	Not applicable.
Did you have enough volunteers?	No. More for clean up Sunday.
What was the average length of a volunteer shift?	7 set up and show. 2/3 clean up
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	41
Did you find the process of assembling your volunteer crew complicated?	No.
What worked well this year?	Everything. It went very smoothly. Great team all around from show to clean team.

What were any issues that arose with leading the position that you wish to become part of the public record?	No issues. Smooth from start to finish.
Solutions: How do you feel the above issues might best be fixed?	Assemble the same team next year. ;-)

Perimeter Lead

What was your position?	perimeter team lead
Did this position have a co-lead? If not, does it need one (or more??)?	sorta (<name removed> was lead for effigy burn)
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	struggled with the website, worked with communications for recruiting and informing participants/ volunteers,
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	NA
Did you find the budget approval process complicated?	NA
What materials did you need to acquire to fulfill the responsibilities of this lead position?	none
When did you need them?	none
How did you acquire the materials needed?	na
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	15. I estimate less than 5 had never volunteered
What was your scheduling process?	pre-event was mostly about getting word out to gather volunteers. The website indicated volunteer's preferences. Since we didn't have enough volunteers going into the event, we didn't have too many in any time slot. We got the rest of our volunteers through word of mouth at the event.
How did you mentor/ train volunteers?	training occurred before the shift. Updates were given as needed in the time leading up to ignition
Any additional comments regarding pre-event responsibilities & tasks?	My biggest challenges were 1) figuring out how to use the back end of the website. (It's too complicated for what I use it for, which is finding volunteer names, seeing what shifts were lacking, and downloading/ printing this info) and 2) finding volunteers. (We reached out on socials, but in person recruiting works best- rope friends & friends of friends, and chatting it up at the event itself)

What did you and your Co-lead (if you had one) do on-site during the event?	I found a co-lead (Komak/ Comak?) to run perimeter on the night I didn't want. That's all he did. It would be helpful to have a co-lead before mostly to help with drawing volunteers from their circle of contacts, and sorting out scheduling
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	na
Any additional comments regarding responsibilities & tasks during the event?	Please make the back end of website more user friendly (volunteers, shifts, etc)
Are there any materials that need to be replenished before next year? Please provide details.	no
Are there any repairs to infrastructure needed before next year?	no
Are there any methods of reducing this damage you used, or would recommend using for next year?	no
Did you have enough volunteers?	yes
What was the average length of a volunteer shift?	4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	75
Did you find the process of assembling your volunteer crew complicated?	challenging but simple
What worked well this year?	website meant I didn't have to juggle people's preferences to schedule. We didn't have trouble finding volunteers at the event. Volunteers were pleasant and professional
What were any issues that arose with leading the position that you wish to become part of the public record?	Please simplify the back end of the website so leads can work with volunteer and scheduling info easily
Solutions: How do you feel the above issues might best be fixed?	either changing interface, or making instructions/ training clearer

Finance Team

Finance Co-Lead

What was your position?	Finance Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, one co-lead, Kim Bochon
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	We start creating the budget in November for the event. Create budget, work with Producers, LEA, Art Grant Finance Team and Team Leads. Help leads get multiple quotes and provide vendor information as needed. Periodic meetings with Producers and Leads for support and updates. Coordinating all vendor and art grant payments with LEA. Provided accounting for ticket sales and all Freezer Burn financial aspects.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes, it is from November to August each year.
Did you find the budget approval process complicated?	It is complicated to create the budget, however the process to approve each Lead's budget has been streamlined.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	One resource that we found we required that we did not have was a dedicated Zoom link from the LEA. We request that for 2023 we get that set up for November.
When did you need them?	November to August.
How did you acquire the materials needed?	We would like to work with LEA to get that set up.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	We are a team of 2 that works closely with the Producers and the Art Grant Finance Team.
What was your scheduling process?	Based off of previous year's timelines and daily checking of emails for correspondence with leads and vendors. We update our schedule each year as we learn based on our November to August timeline.
How did you mentor/ train volunteers?	We require 2 new mentees for this upcoming event year to train so they can take over fully for 2025 event. Mentoring through a full year's cycle to see how everything works.
Any additional comments regarding pre-event responsibilities & tasks?	The event is growing so additional time and work has been added each year. By creating a separate team for art grants has helped keep the amount of work to a 2 person

	<p>team. Getting Team Leads earlier and having an in person (and Zoom offering) kick off meeting would really help Finance take more time with Leads regarding their budgets and needs when required. Cash sale is not required for cash, but did it help get volunteers signed up and have other purpose? Cash sale was not as smooth this year. Would need to plan better - hopefully a Ticketing Lead to handle this.</p>
<p>What did you and your Co-lead (if you had one) do on-site during the event?</p>	<p>Handed out cheques to some vendors.</p>
<p>Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?</p>	<p>N/A</p>
<p>Any additional comments regarding responsibilities & tasks during the event?</p>	<p>N/A</p>
<p>Are there any materials that need to be replenished before next year? Please provide details.</p>	<p>Just Zoom and DocuSign for Budget Agreement Contracts and a platform for receipt uploading and expense reports.</p>
<p>Are there any repairs to infrastructure needed before next year?</p>	<p>N/A</p>
<p>Are there any methods of reducing this damage you used, or would recommend using for next year?</p>	<p>N/A</p>
<p>Did you have enough volunteers?</p>	<p>Yes - a team of 2 works</p>
<p>What was the average length of a volunteer shift?</p>	<p>N/A</p>
<p>What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)</p>	<p>400</p>
<p>Did you find the process of assembling your volunteer crew complicated?</p>	<p>N/A</p>
<p>What worked well this year?</p>	<p>Art Grant Team was amazing! The Producers offered great support for getting budgets finalized - especially for DPW and Centre Camp, which grew substantially this past year.</p>
<p>What were any issues that arose with leading the position that you wish to become part of the public record?</p>	<p>No.</p>

Solutions: How do you feel the above issues might best be fixed?

N/A

Gate Team

Gate Lead

What was your position?	gate lead
Did this position have a co-lead? If not, does it need one (or more??)?	yes, it has four leads
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Coordinate with Production, provide waiver for printing
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	yes
Did you find the budget approval process complicated?	no
What materials did you need to acquire to fulfill the responsibilities of this lead position?	wifi projector, waivers, scanners, moar pens, hole punch
When did you need them?	before GA
How did you acquire the materials needed?	borrowed wifi, bought rest
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Not my role
What was your scheduling process?	delegate to Mich
How did you mentor/ train volunteers?	training video, on site orientation
Any additional comments regarding pre-event responsibilities & tasks?	nope
What did you and your Co-lead (if you had one) do on-site during the event?	take tickets, solve problems
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	hahahaha

Any additional comments regarding responsibilities & tasks during the event?	nope
Are there any materials that need to be replenished before next year? Please provide details.	waivers, wristbands
Are there any repairs to infrastructure needed before next year?	nope
Are there any methods of reducing this damage you used, or would recommend using for next year?	the cargo straps worked well this year
Did you have enough volunteers?	yes
What was the average length of a volunteer shift?	3hrs
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	200
Did you find the process of assembling your volunteer crew complicated?	no
What worked well this year?	The other leads rocked it! Scanners worked well, wifi was solid.
What were any issues that arose with leading the position that you wish to become part of the public record?	Read the Survival Guide. Please. And plan to be at Gate on time.
Solutions: How do you feel the above issues might best be fixed?	Burners seem fundamentally opposed

Gate Co-Lead

What was your position?	Gate co-lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes it does
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Recruiting, scheduling, creating schedule to new web format, sourcing materials, email correspondence & lead meetings/slack sessions
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	With one revision, yes.
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Waivers, sleeping passes
When did you need them?	Early entry
How did you acquire the materials needed?	Local print shop ; placement took on the sleeping pass print.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	44 shifts, about 3/4 returning
What was your scheduling process?	Recruit alumni, post on web open slots afterwards
How did you mentor/ train volunteers?	They email information, recorded videos, and on site
Any additional comments regarding pre-event responsibilities & tasks?	No
What did you and your Co-lead (if you had one) do on-site during the event?	Worked Gate & answered radio calls.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	Yes. Unsure.
Any additional comments regarding responsibilities & tasks during the event?	No

Are there any materials that need to be replenished before next year? Please provide details.	New waivers (every year), and one of the Gate phones need the back end access for ticketing.
Are there any repairs to infrastructure needed before next year?	No, there was this year & the tent held up well
Are there any methods of reducing this damage you used, or would recommend using for next year?	NA
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	2-6 hours depending on day
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	75
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	Scheduling & the new web site
What were any issues that arose with leading the position that you wish to become part of the public record?	No
Solutions: How do you feel the above issues might best be fixed?	Na

Greeter Team

Greeter Co-Lead

What was your position?	Co-Lead Greeter
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Monitoring the greeter email, helping potential greeter volunteers with questions, submitting the schedule/number of volunteers per shift, dropping off greeter supplies prior to the festival starting, ordered welcome sign for greeters tent and decorations
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	\$200 for decorations is sufficient - next year budget will need to be increased to purchase a new pop up tent...I think it was on its last legs this year.
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Decorations, a small table, solar lights
When did you need them?	Start of FB
How did you acquire the materials needed?	Table was gifted by Silver Fox, welcome sign printed via Vistaprint, solar lights from Amazon
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Approximately 50 - I would say 25 were new volunteers
What was your scheduling process?	I used a simple format that I broke down into time slots per day
How did you mentor/ train volunteers?	I made sure to email everyone prior to the festival starting with a breakdown of what was expected. At the beginning of each volunteer shift, either myself or the other co-lead would meet the volunteers at the greeter tent to also answer questions and give them a run through of what was required.
Any additional comments regarding pre-event responsibilities & tasks?	No
What did you and your Co-lead (if you had one) do on-site during the event?	Made sure the greeters tent ran smoothly, I decorated it and cleaned up the greater tent once FB was done.

Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No, I think the radios are very important. It allowed the greeters to effectively communicate with the gate leads, making it easy for people to leave the festival if needed.
Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	Pop up tent
Are there any repairs to infrastructure needed before next year?	Pop up tent needs to be replaced for greeters.
Are there any methods of reducing this damage you used, or would recommend using for next year?	
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	287
Did you find the process of assembling your volunteer crew complicated?	Yes at first, but this was because I was new and I had a hard time connecting with my co-lead for assistance. I did get help from Cadillac and in all honesty, if I didn't have his assistance...I would not volunteer as a co-lead position again.
What worked well this year?	I think communication was really good - from the Slack platform to recording the meetings. Communication was great.
What were any issues that arose with leading the position that you wish to become part of the public record?	No
Solutions: How do you feel the above issues might best be fixed?	N/A

Leave No Trace (LNT) Team

LNT Lead

What was your position?	LNT Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, there was a co-lead
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Monitoring the LNT inbox and sending communication to the volunteers via email
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Buckets and parking passes
When did you need them?	May 2023
How did you acquire the materials needed?	Order them on Amazon
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	:We need 15 to fulfill our responsibilities. New: 9 and Return: 11
What was your scheduling process?	Everyone has the same shift no scheduling required
How did you mentor/ train volunteers?	On Monday and Tuesday, we meet up and I walk them through the process.
Any additional comments regarding pre-event responsibilities & tasks?	Meeting with the co-lead
What did you and your Co-lead (if you had one) do on-site during the event?	On Tuesday and Monday, we worked together so I could show the duties we complete during the event.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No

Any additional comments regarding responsibilities & tasks during the event?	NA
Are there any materials that need to be replenished before next year? Please provide details.	Gloves and MOOP bags
Are there any repairs to infrastructure needed before next year?	NA
Are there any methods of reducing this damage you used, or would recommend using for next year?	NA
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	2 to 3 hours on Monday and 5 hours on Tuesday
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	168
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	I really like the website, it saved me time as the emails were automatically sent to the volunteers when they signed up. Also the Lost and Found was a great addition to Freezer Burn.
What were any issues that arose with leading the position that you wish to become part of the public record?	There were no issues
Solutions: How do you feel the above issues might best be fixed?	NA

LNT Co-Lead

What was your position?	LNT co-lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, 2 is good
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Met with the Team lead on zoom. She did the pre work this year.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Moop bags & gloves
When did you need them?	Event start
How did you acquire the materials needed?	Amazon
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	20, 11 returning
What was your scheduling process?	Website scheduling & email reminder
How did you mentor/ train volunteers?	In person/on site
Any additional comments regarding pre-event responsibilities & tasks?	No
What did you and your Co-lead (if you had one) do on-site during the event?	Coordinate moop sweeps and teams, reminded participants to moop sweep, brought people up/down to common areas to sweep, checked all burn areas and updated after event moop map.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No
Any additional comments regarding responsibilities & tasks during the event?	No

Are there any materials that need to be replenished before next year? Please provide details.	Moop bags and gloves
Are there any repairs to infrastructure needed before next year?	No
Are there any methods of reducing this damage you used, or would recommend using for next year?	
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	8 hrs
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	168
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	Website for volunteers
What were any issues that arose with leading the position that you wish to become part of the public record?	No
Solutions: How do you feel the above issues might best be fixed?	NA

Media Team

Media Co-Lead

What was your position?	Media Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	2 Co-Leads
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Recruiting
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes, but I didn't submit receipts in time.
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Media passes
When did you need them?	Day of the festival
How did you acquire the materials needed?	Oracles
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Didn't require a certain amount. The more the better. We had about 4 of us.
What was your scheduling process?	No process.
How did you mentor/ train volunteers?	Everyone already had experience, and operated independently.
Any additional comments regarding pre-event responsibilities & tasks?	No
What did you and your Co-lead (if you had one) do on-site during the event?	Took photos and video. We're available for question by the team.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No radio

Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	Media passes
Are there any repairs to infrastructure needed before next year?	No
Are there any methods of reducing this damage you used, or would recommend using for next year?	No
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	No designated shifts
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	1000000000
Did you find the process of assembling your volunteer crew complicated?	Not particularly. Though some past media folks did not follow the appropriate application methods, we were able to get them oriented during the festival.
What worked well this year?	Media passes, though we could use more.
What were any issues that arose with leading the position that you wish to become part of the public record?	Better media volunteer application process would be better.
Solutions: How do you feel the above issues might best be fixed?	A direct media application on the site would be nice.

Parking Team

Parking Co-Lead

What was your position?	Parking Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	I believe I was the co-lead this year. Two seems like a good number.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	The website took the grunt work out of my job. Everyone knows Parking is fun so I didn't feel the need to do any active recruiting and filled all of the spots I needed. I bought some supplies, otherwise not a lot.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	That depends. If Parking can rely on a common pot of supplies, for example stakes reused from previous years, \$200 is not an unreasonable budget. If Parking cannot rely on a common pot, I think it would need to be doubled.
Did you find the budget approval process complicated?	God, no. It was super easy and that was appreciated!
What materials did you need to acquire to fulfill the responsibilities of this lead position?	<p>This year, Parking used approximately 200 stakes. In the future, assuming a similar number of vehicles (this year approximately 400 were housed in the parking lot, including trailers and FAST vehicles), we would want about 212 stakes to form 21 car rows, a trailer row, a safety box for FAST vehicles, and an area for security/work vehicles.</p> <p>I'm embarrassed to say I don't have an estimate for exactly how much tape would be required because I eyeballed all my rows. But, a bunch. Rows were much neater, and so more efficient, when clearly marked with tape.</p> <p>I supplied my own 4 lbs sledgehammer.</p>
When did you need them?	Wednesday morning at the latest. In the future, I hope to have a firmer plan and can stake out most of the lot on Tuesday.
How did you acquire the materials needed?	Home Depot.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	26. This year I'd estimate 50/50.
What was your scheduling process?	I sent my spreadsheet to the website team and they did most of the work. I emailed each volunteer a few weeks before the event asking for confirmation, and followed up

	with those who didn't reply a week later. I got confirmations from all but one, who showed up for his shift.
How did you mentor/ train volunteers?	Parking is pretty self-explanatory. I told my volunteers to show up at the parking lot and that I'd instruct them on-site.
Any additional comments regarding pre-event responsibilities & tasks?	I didn't thank the website team at the event so please do it for me! It made my life so fucking easy!!!
What did you and your Co-lead (if you had one) do on-site during the event?	Building the parking lot, onboarding volunteers on-site, chauffering with the golf cart when needed, checking on volunteers during shift and being present during shift transitions so volunteers never got left holding the bag.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	I was happy with it.
Any additional comments regarding responsibilities & tasks during the event?	Like I've been saying, my job was pretty easy.
Are there any materials that need to be replenished before next year? Please provide details.	<p>Flagging tape or whatever alternative DPW wants to go with. At least a couple of dozen more stakes to complement those already in the common pot.</p> <p>While I suspect additional infrastructure is something we're waiting for next year to get the ball rolling on, Parking's #1 ask is for a shade/rain structure to keep volunteers safe and comfortable.</p> <p>#2 would be another cheap walkie-talkie so each volunteer on shift and the parking lead can carry one. This allows for one volunteer in the field, another at parking's gate, and the lead to communicate easily. Otherwise volunteers have to leave the parking lot to find someone with a radio if they want to get in contact with the Parking lead.</p>
Are there any repairs to infrastructure needed before next year?	No repairs needed, no.
Are there any methods of reducing this damage you used, or would recommend using for next year?	
Did you have enough volunteers?	Absolutely.
What was the average length of a volunteer shift?	3 hours.
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate	120

as possible. (Include hours before, during and after the event)	
Did you find the process of assembling your volunteer crew complicated?	Lord, no.
What worked well this year?	It was a learning year for me, but I plan to come into next year strong!
What were any issues that arose with leading the position that you wish to become part of the public record?	No serious issues to report. Infrastructure needs are addressed elsewhere.
Solutions: How do you feel the above issues might best be fixed?	Infrastructure needs are addressed elsewhere.

Placement Team

Placement Lead

What was your position?	Placement Lead
Did this position have a co-lead? If not, does it need one (or more??)?	It for sure needs more- I onboarded two additional but it was pretty late in the process. I think 3 of us should be able to handle the work load.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Reading through theme camp applications, artery provided art details for placement, talked with sound stage lead for placement details, had a few communications with fast re burnable art and placement of other art in proximity to burnables, investigated and calculated approximate supplies required and costing, managed budget, ran around and picked up/ ordered all supplies needed, up kept costs spent and submitted all receipts. Built out the base map based off measurements given by past years survey/ past leads measurements. Organized all theme camp details and had back and forth with a few camps to get map placement completed. Answer any incoming questions from theme camps. Had some back and forth with artists and artery on art placement and artist questions/ requests. Submitted maps for final approvals. After approvals received sent to Lithia for final printed map layout (it is in inventor which is a program I do not own). Assisted with the placement write ups for the website. Created and submitted shifts required for placement for volunteers on site. Recruited and organized all early entry placement team for pre staking. Created stickers for booze checks, vehicle checks and created the sleeping vehicle pass. Approximately 100-110hrs were spent pre event.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Slightly. We made due but would like some capital expenditures to aid in helping make next year more efficient and easier.
Did you find the budget approval process complicated?	Somewhat but there was other circumstances surrounding placement this year that I think complicated it more than it needed to be perhaps.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Printing (maps, checklists, art list ect) Stickers Sleeping pass Stakes Tape Measure wheel Storage bins

When did you need them?	Before the start of the event
How did you acquire the materials needed?	Facebook market place (edmonton and Calgary) Amazon Staples Home depot Sticker you Vista print
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	Unsure on new vs returning as getting past volunteer info wasn't easy. I think having 1 lead, 2 co leads pre event and during and then team of 13 including mentioned leads for early entry staking, and 27-30 for during the event worked great.
What was your scheduling process?	I created 3 shifts a day with two volunteers slots per shift. 3 hrs per shift. The spreadsheet was submitted to the volunteer coordinators for upload onto the website. Pre event I gathered everyone that committed and split into groups to cover all areas for staking
How did you mentor/ train volunteers?	There wasn't much mentorship this year for co leads because I was running in the dark with my leads resigning pre event. For the volunteers during the event I created a checklist with instructions so it was easy to follow and noted what camps had booze or art ect. Staking crew I had two experienced folks on the crew so they mentored me more than me mentoring them.
Any additional comments regarding pre-event responsibilities & tasks?	It is alot of work and looking forward to having potential two others (if they return) to help out with the pre work next year.
What did you and your Co-lead (if you had one) do on-site during the event?	Myself and Co leads checked in volunteers for their shifts Thurs- Sat. I dealt with any placement issues that arose. I directed porta potties for placement. Answered any questions any one had. I had my radio on for 90% of the event. And end of event I drove around to make sure all stakes and tape were collected in new town and old town. I sorted the stakes and separated garbage and did inventory of all items. Dropped the bin at the Sea Can for dpw to organize as they repacked it.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	This is a 50/50 for me- I enjoyed the chatter some times. But yes I was on radio all days except for half of Sunday and part of Monday.
Any additional comments regarding responsibilities & tasks during the event?	Not that I can think of

Are there any materials that need to be replenished before next year? Please provide details.	Some stakes Tape One last wheel (will bring our total to 4) 3 or 4 of the foldable camp wagons would be super helpful for staking but I understand if this can't happen.
Are there any repairs to infrastructure needed before next year?	There is 2-3 broken wheels in the bins (the old green ones) that need to be thrown out.
Are there any methods of reducing this damage you used, or would recommend using for next year?	Not that I am aware of. They were damaged in past years I suspect and just not thrown out.
Did you have enough volunteers?	During event yes, pre event no. Early entry yes.
What was the average length of a volunteer shift?	3 hrs
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	282
Did you find the process of assembling your volunteer crew complicated?	Some what yes. Mainly just new website and not having time to learn it proper.
What worked well this year?	Staking. Volunteer shift orientation.
What were any issues that arose with leading the position that you wish to become part of the public record?	Leads are volunteers. We are donating alot of our time to the role. People need to remember that I think.
Solutions: How do you feel the above issues might best be fixed?	Kindness. Compassion. Empathy. Understanding. Flexibility

Ranger Team/ Ranger Oracle

Ranger Co-Lead

What was your position?	Alberta Ranger Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, at least 3 people
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Recruit new Alberta Rangers, plan training (online, in-person Edmonton & Calgary), create shifts.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Laptop (Lenovo ThinkPad, personal item)
When did you need them?	2023 May
How did you acquire the materials needed?	bought used on Kijiji
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	48 required, approximately 21 total fully trained. About half were new recruits.
What was your scheduling process?	Plan 4 hour dirt ranger shifts
How did you mentor/ train volunteers?	Online training (through Black Rock Ranger online training), in-person training sessions in Edmonton & Calgary, virtual training session (in lieu of in-person training) via spatial.io, in-person training at Freezer Burn event.
Any additional comments regarding pre-event responsibilities & tasks?	Next year (2024) will plan training earlier in the year (i.e. March, April)
What did you and your Co-lead (if you had one) do on-site during the event?	Oracle shifts, Officer of the Day shifts
Did you feel the time spent on radio/ on shift during the festival was overwhelming	radio time was pretty routine

or too great? If so, how would you like to see it reduced?	
Any additional comments regarding responsibilities & tasks during the event?	more Oracles will be recruited for 2024
Are there any materials that need to be replenished before next year? Please provide details.	map copies of event for 2024
Are there any repairs to infrastructure needed before next year?	no
Are there any methods of reducing this damage you used, or would recommend using for next year?	n/a
Did you have enough volunteers?	no
What was the average length of a volunteer shift?	4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	150
Did you find the process of assembling your volunteer crew complicated?	yes
What worked well this year?	n/a
What were any issues that arose with leading the position that you wish to become part of the public record?	n/a
Solutions: How do you feel the above issues might best be fixed?	n/a

Ranger Co-Lead

What was your position?	Ranger Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes, it may need 3 or 4. We need to define a permanent structure.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Unfortunately, I was remiss in my duties, and it negatively impacted the effectiveness of the Ranger program. The Ranger Training was done, but at too late a date to accomodate all those that wanted to Ranger. The web-site was very helpful for scheduling purposes though.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	The budget is fine. Some of our funds were diverted to another team, as per Cadillac, but this did not affect us. We may need the full breadth of our budget the next two years.
Did you find the budget approval process complicated?	No.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Most materials were available and reasonably easy to find. Training booklets will be helpful in the future. I think we will also need to provide some food stuffs for training.
When did you need them?	Training booklets should be complete and ready by April 15th.
How did you acquire the materials needed?	They were printed off by Ranger Komack somewhere. They are currently in the processes of revision, and will need to be proof read by April 1.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	This is up for debate. Most Rangers are returning, with maybe 10% new.
What was your scheduling process?	That was processed by Ranger Komack and the website.
How did you mentor/ train volunteers?	One on one on the Fraya.
Any additional comments regarding pre-event responsibilities & tasks?	Some key decisions regarding Ranger hierarchy and program structure are needed.
What did you and your Co-lead (if you had one) do on-site during the event?	We Ranger CO-Lead-ed night and day.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	It was way too much for two co-leads. Again, a new structure needs to be designed.

Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	We will need a large pack of AAA batteries for the 'emergency booth' walkie talkies.
Are there any repairs to infrastructure needed before next year?	The Ranger Oracle tent seems to be in good stead.
Are there any methods of reducing this damage you used, or would recommend using for next year?	No damage was recorded, to my knowledge.
Did you have enough volunteers?	no.
What was the average length of a volunteer shift?	4 - 6 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	200
Did you find the process of assembling your volunteer crew complicated?	Only a little, the website helped a bunch.
What worked well this year?	Ranger-Oracle
What were any issues that arose with leading the position that you wish to become part of the public record?	The main issue was the lack of volunteers.
Solutions: How do you feel the above issues might best be fixed?	Earlier and more accessible training.

Sanctuary Team

Sanctuary Lead

What was your position?	Sanctuary Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No, unfortunately not. This Lead position was filled by a Production Member as no Lead was secured.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Emailing a large volume of past Sanctuary volunteers from the 2019 and 2022 events; working with the back end of the website to assist in developing the Sanctuary write up and the Sanctuary scheduling; developing a more "finished" Sanctuary Training document that paired with a Sheets document that can be used for online training; shopping for new sanctuary bedding material as old material suffered contamination.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes; the First Response Budget is an adequate budget to allow one team or another to be able to potentially siphon funds from their "allotment" of a larger sum. This worked well this year, as for example, the First Aid Team may have needed to purchase a dedicated First Aid Kit. Another example was in the event that Sanctuary needed more funds for bedding, it was there once approved by the other First Response leads.
Did you find the budget approval process complicated?	No, our Budget process is pretty top notch. We're all pretty proud of it.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Mostly it came down to providing the new bedding materials. As mentioned, our bedding that was being stored in older bins was contaminated by Diesel Fuel that had also been stored for 10 months in the C-Can. All of the older style storage bins being used were either not closing correctly or had been cracked and the linens all smelled of diesel. After taking ALL the material home (it was a pickup bed FULL) and washing it, it was decided a different approach was needed. The volume of material for one thing was far too great, and for another, most of the material in the Sanctuary linen poll was already at the end of its life when it was acquired or donated years ago. Very few items were of decent quality so it was necessary to replace it all with something that could work, and hopefully for years. We replaced blankets with soft machine washable fleece blankets, pillows and pillow cases both were replaced and we purchased washable pillow protectors, the wide variety of different sized fitted sheets were replaced with medical grade hypoallergenic singlets, and on top of it all, we also included new storage bins and

	linen storage bags.
When did you need them?	All was purchased and transported to site prior to the event.
How did you acquire the materials needed?	In-Store purchasing as well as specialty online purchasing (the medical grade sheets for example).
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	There are roughly 15 Sanctuary shifts, and each shift should have 2 people (minimum). So 30 volunteers and 2 leads would have been nice. We were short a couple shifts and only had one volunteer scheduled, but our team came together onsite. About 12 volunteers of the 22 we had were new.
What was your scheduling process?	The new online process allows (all) of the Leads the ability to look at who has applied for a shift and if they have the training to do so. Training is loaded by the volunteer and approved by the Leads which then gets attached to their profiles on freezer burn.org. Once the profiles display the training, "locked shifts" (ones that NEED that training) become available to the volunteer. Once shifts on the website meet their minimum requirements, they may disappear and will now only offer the shifts that are still short. Pretty sweet. I dig it.
How did you mentor/ train volunteers?	<p>The on-site observations for me this year were crucial. The Sanctuary team needs to have new leadership step up and into the position, so seeing the movers and shakers on site allows me the chance to determine who is capable of a potential leadership position.</p> <p>Oh yeah, and we also had two online training sessions (a third had low attendance so it was canceled). All of the Sanctuary volunteers that really wanted to be trained, were trained. The training guide paired with the online slideshow (although boring) is something I feel anyone in that leadership volunteer position could do. Heck - I did it - Twice!</p>
Any additional comments regarding pre-event responsibilities & tasks?	It was a lot of added work. wow.
What did you and your Co-lead (if you had one) do on-site during the event?	Thankfully, most of the Sanctuary volunteers really stepped up into the role and nailed their duties and responsibilities. I also had a couple of dedicated volunteers that really stepped up onsite and are dedicated to the well being of the sanctuary team. Their activities allowed me the main objective of fulfilling a production role so aside from stopping in every chance I could, I was able to step back from the Sanctuary Lead duties.

<p>Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?</p>	<p>I love that 6am morning radio chatter...</p>
<p>Any additional comments regarding responsibilities & tasks during the event?</p>	<p>I'm grateful for the volunteers who put their time into the Sanctuary team. We have a good little crew and I hope they all come back!</p>
<p>Are there any materials that need to be replenished before next year? Please provide details.</p>	<p>Laundering the materials used seems to be the hardest part, which was one of the goals to pairing down all the materials. If a Lead has to take linen home to wash in the off season, we don't want to have anyone sitting on three or four large storage bins. One or two, maybe, but more? Nope. So the laundry is sitting in my basement waiting to go back to site.</p> <p>Aside from that, we need to watch the expiration dates on the consumables. We need to purchase items like tea or hot chocolate every two years or so, but making sure we are not (too far) beyond an expiration date would be (probably) wise(r)?</p>
<p>Are there any repairs to infrastructure needed before next year?</p>	<p>With how damp things are, I feel replacing the floor tarp with a larger outdoor floor mat would be a wise idea.</p>
<p>Are there any methods of reducing this damage you used, or would recommend using for next year?</p>	<p>Keeping things dry when they are not in use has been a struggle, but with the purchase of the new bins, we are optimistic that storage will be better. We shall see when we go and visit the farm, and crack open the C-Can. Here's hoping the Jerry Cans are not in there.</p>
<p>Did you have enough volunteers?</p>	<p>No, we did not.</p>
<p>What was the average length of a volunteer shift?</p>	<p>6 hours</p>
<p>What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)</p>	<p>336</p>
<p>Did you find the process of assembling your volunteer crew complicated?</p>	<p>No, it was pretty straight forward. The Backend of the website is pretty intuitive, even for someone like myself with little programming knowledge. It is set up more like a business CRM which I feel more people will have dealt with through their business life.</p>
<p>What worked well this year?</p>	<p>Having the new linens I feel worked well. As well as the training. I feel as dry as it is, and as much of a formality as it is, that it is still good to do. We take Sanctuary seriously, and offering the three different dates helped accommodate</p>

	all returning and new volunteers.
What were any issues that arose with leading the position that you wish to become part of the public record?	Not having a dedicated Lead really puts a lot of pressure on the rest of the Production team. It takes valuable energy out of the event preplanning and having that Sanctuary Lead really does help things run better overall.
Solutions: How do you feel the above issues might best be fixed?	Recruiting Recruiting Recruiting.

Signage Team

Signage Co-Lead

What was your position?	Sign Team Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Gather suggestions for street names via online survey, create list of street names, place on map, submit to the sign maker crew
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	mostly sufficient
Did you find the budget approval process complicated?	no
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Online survey
When did you need them?	2023 April
How did you acquire the materials needed?	see <name removed> AfterBurn Report
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	3, all experienced
What was your scheduling process?	n/a
How did you mentor/ train volunteers?	n/a
Any additional comments regarding pre-event responsibilities & tasks?	n/a
What did you and your Co-lead (if you had one) do on-site during the event?	Place "fancy signs" on street posts. Tape-up & write street names on back-up signs.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	n/a

Any additional comments regarding responsibilities & tasks during the event?	all the fancy signs were taken by participants at the end of the event
Are there any materials that need to be replenished before next year? Please provide details.	new fancy signs, more tape for back-up signs
Are there any repairs to infrastructure needed before next year?	(see above)
Are there any methods of reducing this damage you used, or would recommend using for next year?	n/a
Did you have enough volunteers?	yes
What was the average length of a volunteer shift?	4 hours
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	25
Did you find the process of assembling your volunteer crew complicated?	no
What worked well this year?	everything
What were any issues that arose with leading the position that you wish to become part of the public record?	n/a
Solutions: How do you feel the above issues might best be fixed?	n/a

Signage Co-Lead

What was your position?	Signs Co-lead
Did this position have a co-lead? If not, does it need one (or more??)?	Yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Design, paint, make and implement all the street signs for the event
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Budget was sufficient for this year, if inflation continues to drop it should not need more but potential for higher cost of materials may make it necessary in the future. (Wood prices are fickle.)
Did you find the budget approval process complicated?	Yes, as it went through my other co-lead and I was never given access to direct communication for budgeting agreement.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Wood, glue, paint, respirators, a laser cutter and saw, sawhorses,
When did you need them?	Most materials needed by beginning of april, and added extras as needed leading up till the event
How did you acquire the materials needed?	In store, in person
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	0
What was your scheduling process?	No schedule needed, as all work was done by leads. Signs does not currently require additional volunteers unless scaled up in the future.
How did you mentor/ train volunteers?	N/a
Any additional comments regarding pre-event responsibilities & tasks?	Street names were given much earlier this year and made the workload much more manageable over the time we had.
What did you and your Co-lead (if you had one) do on-site during the event?	Put up signs, monitored for when they inevitably got stolen. Labelled posts with tape/street names for one stolen
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No, as no one site shift time was necessary for this position

Any additional comments regarding responsibilities & tasks during the event?	Nope!
Are there any materials that need to be replenished before next year? Please provide details.	Paint, wood, glue
Are there any repairs to infrastructure needed before next year?	No
Are there any methods of reducing this damage you used, or would recommend using for next year?	Some form of notice that signs get stolen after the man burn but that feels like a pipe dream
Did you have enough volunteers?	yes
What was the average length of a volunteer shift?	n/a
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	120
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	Names for streets given earlier and put up in record time.
What were any issues that arose with leading the position that you wish to become part of the public record?	Nope!
Solutions: How do you feel the above issues might best be fixed?	N/a

Swag Team

Swag Co-Lead

What was your position?	Swag Co-Lead
Did this position have a co-lead? If not, does it need one (or more??)?	It does have a co-lead
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	Wristband design & procurement, volunteer gift research, design, procurement, sticker call for submissions, voting, printing.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	Yes
Did you find the budget approval process complicated?	No
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Swag!
When did you need them?	15 June (even then, that's not a ton of wiggle room)
How did you acquire the materials needed?	Sourced and purchased both locally and internationally
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	2
What was your scheduling process?	N/A
How did you mentor/ train volunteers?	N/A
Any additional comments regarding pre-event responsibilities & tasks?	No
What did you and your Co-lead (if you had one) do on-site during the event?	Handed out swag at the volunteer appreciation party
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	No

Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	No
Are there any repairs to infrastructure needed before next year?	No
Are there any methods of reducing this damage you used, or would recommend using for next year?	No
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	2
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	40
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	The rank order voting! See report on results posted to general forum in slack.
What were any issues that arose with leading the position that you wish to become part of the public record?	Issues encountered included: a valid sticker design submission filtered to the junk mail folder of the swag email, multiple submissions / variations of the same design, new policy on AI generated and non-original art, volunteer swag shipping too close to deadline.
Solutions: How do you feel the above issues might best be fixed?	I propose that the sticker design should not be chosen through submission and voting. I think that we should put a call out for ARTISTS (and their portfolios or rough ideas) and select one person to design the sticker. For the level of effort required, it seems unreasonable to expect multiple artists to spend many hours on a design that won't get printed.

Ticketing/ Online Ticketing/ Reduced Income Ticket Team

Ticket Lead

What was your position?	Ticket Lead
Did this position have a co-lead? If not, does it need one (or more??)?	No active co-lead this year. It needs a team of three.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	get art, print hardcopy, sell hardcopy, coordinate with Conn, sell online, answer sooooo many emails that could have been solved by reading the FAQ
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	yes
Did you find the budget approval process complicated?	no
What materials did you need to acquire to fulfill the responsibilities of this lead position?	tickets, halls, wifi shooter
When did you need them?	pre GA
How did you acquire the materials needed?	sourced art from community, bought printing, reserved hall
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	na
What was your scheduling process?	hahahaha. Glory through Toil
How did you mentor/ train volunteers?	not well enough apparently.
Any additional comments regarding pre-event responsibilities & tasks?	Need another co-lead
What did you and your Co-lead (if you had one) do on-site during the event?	coordinate with Gate lead for scanner set up and ticketing problems
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	ticketing doesn't spend too much radio time

Any additional comments regarding responsibilities & tasks during the event?	nope
Are there any materials that need to be replenished before next year? Please provide details.	tickets
Are there any repairs to infrastructure needed before next year?	nope
Are there any methods of reducing this damage you used, or would recommend using for next year?	
Did you have enough volunteers?	no
What was the average length of a volunteer shift?	about 8 months
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	200
Did you find the process of assembling your volunteer crew complicated?	na
What worked well this year?	scanning
What were any issues that arose with leading the position that you wish to become part of the public record?	some troubles with ticket transfers
Solutions: How do you feel the above issues might best be fixed?	no idea

Volunteer Coordination Team

VC Co-Lead

<p>What was your position?</p>	<p>Volunteer Coordinator</p>
<p>Did this position have a co-lead? If not, does it need one (or more??)?</p>	<p>It did; there definitely needs to be at least two leads for this team</p>
<p>What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.</p>	<p>Working closely with Web to build the new website, define how the volunteering process should work through that, and then extensively testing and tweaking all of that before going live with it. Training team leads on how to use the new website, as well as being available to help with their troubles or questions between launch and the event. Recruiting volunteers at the main sale, and through online posts to the community Facebook and email list. Responding to emails. Giving team leads direction in how to communicate with their volunteers. Giving volunteers general direction and support. Planning volunteer appreciation event, and the volunteer support station at first response. Designing posters describing each of the on-site teams to educate and recruit at the live ticket sales. Setting up and attending the Calgary live ticket sale; being there to recruit volunteers. Sourcing infrastructure. Planning and prepping the on-site volunteer sign-ups at Centre Camp. Sourcing food & drinks for the volunteer support station and the volunteer appreciation party. Designing and printing of volunteer shift checklists for all team leads. Designing and printing sign up sheets for on-site volunteer sign ups at Centre Camp. Getting volunteer shift requirements from team leads and inputting them on the website. Tweaking shifts on the website. Trying to set up a system for tracking volunteer qualifications on the website. Changing team email account passwords. Distributing email account details to teams leads as they were recruited.</p>
<p>Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?</p>	<p>It was not enough for this year with wanting to do more to support the volunteers on-site through the appreciation party and the refreshment station at first response, as well as needing to buy some infrastructure, and to print posters describing the teams. Next year it would be good to increase the budget in order to get the posters laminated so they can be used more widely, especially at Freezer Burn, without being damaged, and in order to be able to get more food options for the support station and more drinks for the appreciation party.</p>

Did you find the budget approval process complicated?	Not at all.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	An eisel and display board for on-site signups at Centre Camp, a folding table for the support station at first response, printing of schedules, sign up sheets, and posters, food and drinks for the support station, drinks for the appreciation party.
When did you need them?	Posters were needed for the live ticket sales, and the rest was needed before getting to the Fraya.
How did you acquire the materials needed?	Shopping mostly. Posters were ordered to be printed. The schedules and sign up sheets had to be printed at home due to time constraints.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	None, just the team leads.
What was your scheduling process?	We all worked together to get things done and schedule ourselves along the way. No scheduling of our own volunteers was required, as we had none. We helped the team leads with their scheduling through the website extensively.
How did you mentor/ train volunteers?	We did not have our own volunteers, but were available to all volunteers for support and we sent several emails to all registered volunteers to introduce ourselves, set expectations, and define the process.
Any additional comments regarding pre-event responsibilities & tasks?	We do almost all of our team's work pre-event. I am almost certainly missing from my list a few things that we did. For next year, the website process will need to be reviewed and tweaked, and the qualifications tracking should be added.
What did you and your Co-lead (if you had one) do on-site during the event?	Setting up the support station and the on-site signups. Twice daily checks to refresh the support station and to collect sheets with volunteer sign ups. Setup & teardown of appreciation party. Tear down of support station and signups. Storage of our infrastructure in the c-can.
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	It was easy compared yo the time spent pre-event. We were never on radio.
Any additional comments regarding responsibilities & tasks during the event?	A good idea that was shared with me from another regional would be to have a couple of hours eat day that the VC's are stationed to take sign-ups and hand out merch. This would allow us to meet all volunteers face-to-face and make it easier for them to come to us for support.

	Recruiting a volunteer or two to help with the appreciation party would be good, and free us to actually interact with the volunteers. We were so busy with the party this year that we forgot about the team photo completely.
Are there any materials that need to be replenished before next year? Please provide details.	Snacks and beverages will need to be replenished every year. All infrastructure we have now should be in good condition for next year's use.
Are there any repairs to infrastructure needed before next year?	No
Are there any methods of reducing this damage you used, or would recommend using for next year?	No damage to our infrastructure was incurred this year.
Did you have enough volunteers?	Yes. As previously mentioned, a couple of volunteers should be recruited to help with the appreciation party in the future.
What was the average length of a volunteer shift?	N/A
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	200
Did you find the process of assembling your volunteer crew complicated?	N/A
What worked well this year?	The introduction of volunteers being able to pick their shifts using the new website was very well recieved and reduced the workload of all team leads
What were any issues that arose with leading the position that you wish to become part of the public record?	No major issues arose from leading the position, at least for me
Solutions: How do you feel the above issues might best be fixed?	N/A

VC Co-Lead

What was your position?	Volunteer Coordinator
Did this position have a co-lead? If not, does it need one (or more??)?	We had a team of 3 so there were 2 co-leads. This was a great amount, any less would have been too much work.
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	So many things! We made posters for the in person ticket sale and were there to help recruit people. We tested and launched the new website to sign up volunteers. This also involved having the leads fill out spreadsheets and answered their questions in regards to their volunteer needs. We trained the leads and helped them navigate the new website which involved a meeting with them which was recorded. Responded to a lot of emails and kept an eye on recruitment numbers and adjusted things as needed. We planned and threw the volunteer appreciation party and refreshments for volunteers while they are on shift.
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	No. We asked for more and were denied and ended up over budget by accident.
Did you find the budget approval process complicated?	No.
What materials did you need to acquire to fulfill the responsibilities of this lead position?	Posters for volunteer recruitment. Table for refreshments at first response. An easel for displaying available shifts. Snacks, water, drinks for the party and refreshments.
When did you need them?	The event date.
How did you acquire the materials needed?	I purchased them and was reimbursed later.
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	The VC team had a team of 3 and we also worked closely with the website developer Conn.
What was your scheduling process?	We did the work when it needed to be done.
How did you mentor/ train volunteers?	Not this year, hopefully next year.
Any additional comments regarding pre-event responsibilities & tasks?	No.
What did you and your Co-lead (if you had one) do on-site during the event?	Kept an eye on the refreshments for volunteers at first response. Picked up sheets that outlined who had signed up for shifts on site. Threw the volunteer appreciation party.

Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	We spent no time on the radio, it is great!
Any additional comments regarding responsibilities & tasks during the event?	No
Are there any materials that need to be replenished before next year? Please provide details.	I would like a designated corkboard for displaying shifts at centre camp next year. This year we borrowed one from someone on the team. We will also be buying new snacks and treats for the party and refreshment area.
Are there any repairs to infrastructure needed before next year?	no
Are there any methods of reducing this damage you used, or would recommend using for next year?	no
Did you have enough volunteers?	Our team, yes. The event overall, no.
What was the average length of a volunteer shift?	N/A
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	130
Did you find the process of assembling your volunteer crew complicated?	No
What worked well this year?	The website was a pretty big success. We got a lot of positive feedback. The volunteer party was also a lot of fun. I liked the variety of snacks we had. The sign-up board at centre camp was utilized and a new addition.
What were any issues that arose with leading the position that you wish to become part of the public record?	This year went pretty smoothly. Getting the website up and running was a ton of work though and not without hiccups. Training the team leads on the website and making a how-to guide for them will be a priority next year.
Solutions: How do you feel the above issues might best be fixed?	If we work on the how to guide ahead of time and plan an earlier training session I think the leads will embrace the new website more.

Website Team

Website Lead

What was your position?	Web
Did this position have a co-lead? If not, does it need one (or more??)?	yes
What did you do, specifically, during the months leading up to the event? Ex: recruiting, scheduling, building, sourcing materials, inspiring others.	website building and form updates/changes
Upon reviewing the suggested budget did you feel that the amount allotted was sufficient for this position?	yes
Did you find the budget approval process complicated?	no
What materials did you need to acquire to fulfill the responsibilities of this lead position?	none
When did you need them?	n/a
How did you acquire the materials needed?	n/a
How many volunteers did you need to fulfill the responsibilities? How many were new versus returning, roughly estimated?	tough question. I need other teams volunteers, which is really one or two per team. I also need at least one tester (mari was my goto)
What was your scheduling process?	NA
How did you mentor/ train volunteers?	Lots of online meetings
Any additional comments regarding pre-event responsibilities & tasks?	no
What did you and your Co-lead (if you had one) do on-site during the event?	nothing
Did you feel the time spent on radio/ on shift during the festival was overwhelming or too great? If so, how would you like to see it reduced?	N/A
Any additional comments regarding responsibilities & tasks during the event?	N/A

Are there any materials that need to be replenished before next year? Please provide details.	n/A
Are there any repairs to infrastructure needed before next year?	n/A
Are there any methods of reducing this damage you used, or would recommend using for next year?	n/A
Did you have enough volunteers?	Yes
What was the average length of a volunteer shift?	n/A
What was the total number of volunteer hours worked by your entire crew/ volunteer team? Please be as accurate as possible. (Include hours before, during and after the event)	400
Did you find the process of assembling your volunteer crew complicated?	Kinda. Not knowing who leads were for each team until close to the event means no one can answer questions. For next year I'd like to rely on producers more for questions/decisions related to forms.
What worked well this year?	Having team leads invested in the application and taking time to test and understand forms was incredibly important.
What were any issues that arose with leading the position that you wish to become part of the public record?	Not having early team leads direct input on the new shift management caused problems with unexpected requirements at the last minute.
Solutions: How do you feel the above issues might best be fixed?	Having team leads try out the system on the test environment earlier and give feed back.