



Our Preamble

The Gateway is a group of Widespread Panic fans who choose to remain drug and alcohol free. We are not affiliated with Alcoholics Anonymous, Narcotics Anonymous, the Panic or The Wharf Rats. The Gateway has absolutely no opinion on the issue of drugs and alcohol, and neither condemns or condones it. Our simple purpose is to provide support and information to those who seek the comfort and camaraderie of other clean and sober people at shows. The only requirement for membership is a desire to stay substance-free at shows. Though The Gateway consists primarily of those recovering from addiction, we are open to anyone who wishes to remain clean and sober at shows.

Dear Gateway Volunteer,

Hello and thank you for your interest in chairing The Gateway table! The only requirement for chairing the table is that at least one volunteer has over 1 year clean and sober in some form of recovery program. Though The Gateway is open to all who choose to live a clean and sober lifestyle, we feel it is important that the chair people have a recovery background that will provide the experience necessary in helping newcomers with questions about addiction.

The following guidelines have been created to help you be as prepared as possible during your service working the table. We cannot anticipate everything that may occur and ask that you use your best judgment in dealing with situations that may arise. **As a table worker, you are a representative of The Gateway at all times. Keeping this in mind, we ask that you refrain from any vending and cooperate entirely with all venue personnel and management, and any band crew, personnel or management. Being able to have a table at the show is a great privilege and one that can easily be revoked if it is not respected.**

Keep in mind that everyone is entitled to his or her opinion and not all will appreciate what The Gateway's doing. We ask that when dealing with these people, and anyone for that matter, you avoid arguments or debates and maintain an attitude of kindness, patience and tolerance. Kindly let them know that your purpose is to provide support to those who seek it, not to debate the issues. You may simply tell one "The Gateway, as a group, has no opinion on outside issues (drugs and alcohol use)". Also remember that those who heckle might need us most in the future. Let them know by "attraction" that we'll be there.

Thank you again for your interest in serving. We hope you find this to be an interesting and rewarding opportunity. Please print these instructions and follow them carefully. Please feel free to contact us with any questions. Have a great show!

Love,
The Gateway



WHAT TO BRING

- **Candy** - Always pick up candy beforehand. A couple bags of “Kiddie Mix” found at any Wal-Mart usually does the trick. You can also get some lolly-pops and little stickers too if you like.
Remember to save your receipts!
- **Newsletters** – You should have at least 25 copies of the newsletter for each show. If no newsletters are available please download a tour flier off the service work section of our website (www.soberfans.com) or our Gateway Facebook page.
- **A copy of these instructions.** In case you get confused.
- **Replacement supplies** – The Gateway bin now travels with the band and will be stocked at the beginning of tour with all of the supplies mentioned below. Chair people, like yourself, are responsible for keeping it stocked throughout tour. At the end of the show you are chairing you should make sure the NEWSLETTERS and supplies mentioned below are all in stock for the next show.
When you notice we’re out of something contact liaison Patrick Whelan, tell us on our Facebook page and/or Yahoogroup or write it down and get it before the next show. Save your receipts!!!
Here is a list of all the supplies that should be found in The Gateway bin:

Gateway supplies:

- ◆ The Gateway Table Banner – needs periodic cleaning
- ◆ YELLOW BALLOONS - most important, this is how we are found -the bigger the better! If you can get helium, more power to you
- ◆ Tape - to hang balloons and banner with
- ◆ Hard candy
- ◆ Container for candy - plastic bowl
- ◆ Notebook paper and pens
- ◆ Donation jar
- ◆ NEWSLETTER - make sure you get at least 25 copies of this BEFORE the show for the table
- ◆ Glitter, stickers etc. – everyone loves this stuff
- ◆ Meeting guidelines
- ◆ Bumper stickers
- ◆ Pencils and paper for Set List kits and message board



MEETING LIAISON

- ◆ Our band liaison is Patrick Whelan. His cell phone number is 502-693-3865 in case you need assistance. Please arrive **at least two hours before show time. TRY NOT BE LATE!** In the RARE instance that something TOTALLY AWFUL happens and you cannot avoid being late contact Patrick Whelan and let him know then go directly to Will Call and pick up your credentials for the evening. Do not abuse the working pass we give you. You are not there to hang out backstage or receive any special privileges. You are there to serve. The pass is to be used only **IN AN EMERGENCY** to allow you to get the box of supplies backstage in the production office after the show **IF** for some reason merchandise won't take it.

SETTING UP

- **VERY IMPORTANT!!! - Do not wander around or go into the concert area during sound check!** (Enjoy it from the table.)
- ◆ Merch will direct you to an area to set up. Hopefully a table will be available, but one is not guaranteed. In the event that a table cannot be provided, select an area to set up and make do. Consult with Patrick Whelan if there is any question about location.
- ◆ The supplies will be found in The Gateway bin that travels with the merchandise's supplies. If the supplies are not already out or with Merch, contact Patrick to find out where they can be found.
- ◆ Set table up with The Gateway banner tablecloth.
- ◆ Hang banner and balloons - try to make visible from a distance.
- ◆ On table set up:
 1. **Basket of candy**
 2. **Newsletters**
 3. **Donation box** - don't let more than a few dollars accumulate at a time and keep the rest of the money in a secure place.
 4. **Membership Directory** - get name, address, phone, e-mail and make note of anyone who is interested in service work in the future. The directory is NOT A NEWSLETTER MAILING LIST. It is a member contact list.
 5. **Bumper stickers** (stickers are for \$1.00 or greater donations. Per WSP's request, Nothing that says "Wharf Rat" or has Grateful Dead logos on it may be displayed at the table. Mark how many stickers you sell /night in the binder.)
 6. **Set lists kits** (small parts of pencils, sharpened, and index cards).
 7. **Stickers, glitter and other various sundries** that suit your whimsy.
- ◆ Locate telephones, rest rooms, first aid, and the security office if it makes you more comfortable.
- ◆ Designate area to serve as a message board. You usually can get some cardboard to use as a message board from one of the vendors inside. Attach a pen.



SHOW TIME

- ◆ **A Gateway member must remain at the table from the time the table is set up till the end of the show.** If you have to leave the table during this time, it is your responsibility to make sure your partner or another trusted member will watch the table.
- ◆ The general duties of the table worker during this time, apart from finding someone to chair the meeting (see MEETING FORMAT) are to be at the table to meet new members, answer questions about The Gateway, provide support to anyone in need and **SPREAD THE VIBE!!** Use your own experience, strength and hope as a resource and don't hesitate to ask other members for help if you need assistance in answering someone's questions. You are representing the group at this time. Show the people what it's like to be happy, joyous and **FREE! SMILE, LAUGH, HAVE A BLAST!!!**
- ◆ Dealing with "the unpleasant" - Sometimes a good vibe will not conquer all and it is possible that you will encounter someone who is more than you can handle. If someone is overly obnoxious or obviously out of control, it is appropriate to tactfully guide them away from the table. Do not hesitate to use security if your best Judgment tells you that someone may be endangering themselves or others.
- ◆ Working the table can sometimes be draining. Take care of yourself and feel free to have someone sit in for a few minutes if you feel the "negatives" taking over. Take a walk, talk to someone or **DANCE, DANCE, DANCE!!!!**

THE MEETING

JB may say "we'll be right back" but historically the set break usually lasts about 40 minutes. After the first set ends, give people at least 5 minutes to make their way to the table. You can chair, or ask someone who is local to the area if they would like to chair the meeting. Begin by reading the suggested format. Pass around a collection hat. Try to close it up after 25 minutes to give people enough time to return to their seats. Make sure that anyone who might still need to talk after the meeting knows you are available. Try to note how many people attended in the notebook.



BREAKING TABLE DOWN

- ◆ Once the show is over, you may begin to break everything down. Venue personnel will want to keep things moving, so try to pack up quickly. **Pack the bin carefully and take it to the merchandise people for transport to the next show.**
- ◆ **Make sure you remove all balloons and any tape used to mount them!!!.**
- ◆ **Inventory supplies** - Take note of any supplies that need to be replenished (newsletters, candy, tape, stickers, etc.) and do one of the following: a) Put a post on our Gateway Facebook page and/or Yahooogroup, b) If you will be at the next show, pick up the needed supplies and bring them the next evening, c) Pass the list on to the next person working the table and let them know they need to replenish those supplies or d) Find a member who will be at the next show and is willing to pick up the supplies. **Don't forget receipts!!!**

Count all money from the donation box and the collection basket. You may reimburse yourself for the supplies you bought for the table - balloons, tape, candy, copies, pen, paper, etc. **DO NOT ALLOW A LOT OF MONEY ACCUMULATE IN THE BAG OR ON YOUR PERSON!! Get a check and send it along with the receipts in a SASE with the name of the show the money is from to our Treasurer Patrick Gillies. His info follows:**

Patrick Gillies-Soberfans account
6383 Shannon Trail
Highlands Ranch CO 80130

- ◆ If you are chairing several shows in a row, make sure you send the envelopes in as you go. All excess money must be sent to our treasurer Patrick Gillies as soon as possible. NOTE: All money will go towards Gateway expenses and reimbursements such as table supplies, mail outs, newsletter copies, bumper stickers, web services, etc. and towards building a prudent reserve.

☺ **THANK YOU FOR YOUR SERVICE!!** ☺