



Cheerful Clown Alley

Houston, Texas

## Helpful Tips and Rules for Boss Clowns

**Bossing a gig is easy! Anyone can do it, but before you boss your first gig, please read these helpful tips and rules below. Then step us, volunteer and boss a gig! You will enjoy it!**

### Before the Gig:

- **Call the contact person in charge of the gig.** Ask him or her the following questions (assuming you do not already have this information about the gig as provided by the gig coordinator on the gig sheet):
  - Introduce yourself.
  - Confirm the date, time, and location of the gig.
  - Ask if there is any particular information the clowns will need to know in advance of the gig, such as:
    - A specific location to park
    - Specific information about the guests, that is pertinent to the clowns
    - Identification: Other than our clown name tags, ask if do we need to show photo ID (i.e. Driver's license or state ID card) in order to enter the gig?
    - Is there anything the clowns should **not** do -or- **not** bring with them to the gig?
  - Ask what types of entertainment they would like (i.e. walk around items, skits if available, balloons, face painting, pocket magic, parade props for parades, etc.)
  - Even though the gig coordinator has already relayed this information to the contact person, be sure you tell them that the alley cannot guarantee any clown or clowns will attend the gig, as every member of the alley is a **volunteer** clown. If you (the boss clown) are planning to attend the gig, you may tell the contact person that you are planning to be there and will try to solicit the assistance of a few others to help you.
- After you have all the gig information (above), you should start soliciting help for the gig by calling or emailing your clown friends in the alley. Remember, only an alley member can do an alley gig, per our insurance! Make certain the clowns you ask to help you with the gig are **current** alley members! This is non-negotiable!



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### At the Gig:

- Bring a notebook or tablet to list the names of the clowns who participated in the gig.
- Check to be sure each clown who volunteers on the gig is a current alley member. Ask to see his or her alley membership card and look for the current year on the card. Our insurance requires that all volunteers on alley gigs be members of Cheerful Clown Alley. This is non-negotiable! If other clowns want to participate at an alley gig, they must be invited by the client, not by an alley member. They cannot just show up and participate without an invitation from the client. If the client agrees to include non alley member clowns, then of course they may attend, however, they will not be covered by the Cheerful Clown Alley liability insurance. The client must be made aware of this in advance of the gig!
- Log in the number of hours they volunteered.
- Make notes as to the kinds of entertainment the clowns provided (i.e. balloons, face painting, etc.)
- Jot down a few notes / observations about the gig. A few things to look for are:
  - Did this gig really qualify as an alley gig?
    - Make sure the organization or the benefactor was non-profit.
    - Make sure no other entertainers were there that were being paid to perform.
  - Did the client seem pleased with the alley's participation?
  - Do you think they would want to have the alley clowns at a future event?
  - Is this the kind of event the alley would want to do again? If not, explain why.
  - Did anything funny, unusual, or interesting happen at the event?
- Graciously accept any donation to the alley that the host or client offers. (See instructions below as to what to do with the donation after the gig.)
- **Note:** You may wish to print out the printable version of the Boss Clown Report from the website, as all the preceding questions are listed there. Filling in the blanks would make it a lot easier for you!

### After the Gig:

- Should you receive a donation for the alley for doing the gig, be sure to turn in any donation monies (checks or cash) as quickly as possible. Donations should be submitted to the alley Treasurer. Refer to your current Alley Directory, The Cheerful Chatter, or the Board Members page of the website for the contact information for the Treasurer. Be sure to inform the Gig Coordinator of the donation amount in your Boss Clown Report. Make sure the Gig Coordinator knows when you gave the donation to the alley Treasurer.



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- Fill out and turn in your Boss Clown Report to the Gig Coordinator as soon as possible. (See **Rules For Submitting Boss Clown Reports** below)

### **Rules for Submitting Boss Clown Reports:**

- ***Boss Clown Reports*** should be submitted as soon after the gig is worked as is possible, preferably not later than 30 days following the date of the gig. Gigs held in December may roll over to the following calendar year, if the cutoff date for gig reports has already taken place, therefore all gigs in November and December should be reported to the gig coordinator as quickly as possible, to insure the hours will be credited in time for the awards presentation at the annual Holiday Party.
- ***All Boss Clowns are responsible*** for making certain their gig reports have ***actually been received by*** the gig coordinator, whether submitted online through the alley's website, by regular email, or sent in by "snail mail."
  - If the report is submitted online through the website -or- via regular email, the gig coordinator should send a reply email to the boss clown **acknowledging receipt of the report**. If the boss clown does not receive a confirmation reply email, within a few days, he or she should resubmit the boss clown report, labeling it as **duplicate submission** or **2nd submission** of the gig report. If the boss clown is not receiving replies that his or her gig reports are being received, he or she should contact the gig coordinator by telephone checking to see if the emails are getting through to the gig coordinator. There could be something wrong with the gig coordinator's email address or the email address the boss clown is using to submit his or her reports. The webmaster should be notified of any changes or corrections in the gig coordinator's email address so the website can be updated immediately!
  - If the report is submitted by "Snail Mail" the boss clown should follow up with a phone call to the gig coordinator about 5 days later to see if the report was received by the gig coordinator.
  - Obviously, if the gig report is handed to the gig coordinator at an alley meeting, board meeting, or other alley function, then the boss clown **knows immediately** that the gig coordinator received the gig report.
- ***Although it is not the responsibility*** of the Gig Coordinator ***to ask for the boss clown reports***, it would not be a bad idea if the gig coordinator were to do a quick cross check each month to see if all gig reports for the gigs listed on the gig sheet from the previous month have been turned in. If there are missing gig reports for gigs that ***did take place***, the gig coordinator would then send a reminder email or place a phone call to let the boss clown know the report has not yet been received. (In this busy day and age we live in, sometimes a reminder is necessary, even for the most conscientious of boss clowns!)