

MINICON 30

April 14-16, 1995

Progress Report

GZZZZZZT!

- ❑ We interrupt the regularly scheduled Progress Report to bring you a special bulletin on: **VOLUNTEERING**
- ❑ Now is the time for all good fen to come to the aid of their Minicon. It's never too early to start thinking about Minicon30, so why not start now?
- ❑ Minicon is staged and operated entirely by volunteers — people like you. Minicon wouldn't happen without volunteers. Minicon needs you!
- ❑ Putting on a Minicon is such a multifarious task we are certain you'll find an area of interest to become involved in. Your volunteer efforts will enable you to meet unusual and interesting people, contribute to project and events you may never otherwise do, and you may even come face-to-face with oobleck.
- ❑ Inside this circular you will find information and descriptions of many of the Minicon committees who need your help. Some of them have a few specific needs and all of them need people. You will also find some forms to fill out. (We know, just what you wanted to do this summer, but trust us—it's worth it!)
- ❑ As an added convenience, one of the forms is for pre-registration to the convention. You get the best rates by signing up early. You have to be a member of Minicon to earn volunteer perquisites—ah, we should mention the rewards that accrue to hard working Minicon volunteers. You can find out more inside.

So just turn the page...

THE MINNESOTA SCIENCE FICTION SOCIETY

Minicon is a convention sponsored by the Minnesota Science Fiction Society (MN-STF) as a fund-raiser for MN-STF and its activities, including charity fund-raising for organizations such as the Minnesota Literary Council and groups dedicated to fighting AIDS.

Minicon is staffed entirely with volunteers. To find out more about Minicon, MN-STF or to be added to our mailing list, write to us at:

Minicon/Minnesota Science Fiction Society
PO Box 8297, Lake Street Station
Minneapolis, MN 55408

VOLUNTEERING AT MINICON 30

Department Head: Chris Jacobsen
E-Mail: 1865@suzie.tccn.com

The various departments of the Minicon Committee range in size from a single person (Insurance; Minutes) to many volunteers with sub departments and subheads. Some of the large departments organize their volunteers themselves, while medium and small departments rely on the Volunteer Coordinator to organize for them. All departments are recruiting volunteers through this mailing.

In general, please fill out the volunteer form (if you wish to volunteer that is) as completely as possible—forms with no name or basic contact information will be disregarded—and return it to Minicon. The Volunteer Committee will record these and pass them on to the appropriate departments.

In the past, there have been complaints about how volunteers never received any sort of confirmation. In some cases, the volunteer was never contacted at all. Minicon 30's Volunteer Coordinator (Chris Jacobsen) has promised to personally make sure everyone who volunteers will receive verification of their status. He will also encourage other department heads to contact their volunteers as soon as possible. This is a priority for Minicon 30.

THE GOOD STUFF

As this circular went to press, the rewards for volunteering were as follows:

- 1) Some sort of Minicon memorabilia for any amount of volunteer service.
- 2) Those who put in eight (8) hours of service will receive a volunteer t-shirt.
- 3) Those putting in twelve (12) hours of service, will receive a copy of the "Making of a Minicon" book (see details below).
- 4) And those ~~masechists~~ hard workers who accumulate twenty (20) hours of service will get both the t-shirt and the book.

Don Bailey, the Minicon 30 Chair, is compiling a book on the making of Minicon 30. If you have comments, suggestions or inquiries about this project, send them in writing to the MN-STF address, attention: Minicon 30 Book Project.

Minicon 30 is also establishing Volunteer of the Year awards, to be presented at Closing Ceremonies: the details have not been worked out as yet. Watch the Minicon Progress Reports for more information.

CONVENTION SERVICES

Volunteer Coordinator: Chris Jacobsen

This department manages the general volunteer pool that all departments can draw upon. It also includes those convention functions that do not directly involve a single Minicon department such as Badgers. Here are some job descriptions:

BADGER

Check that everyone entering a designated area has a convention badge.

GOPHER

General running and fetching for the department you are assigned to. Usually Operations.

TWINKIE

Help in the Consuite: For example, make popcorn, keep things clean and restock supplies and snacks.

BEANIE

Same as Twinkie, but for the Dark Star Café instead.

ELEVATOR MONITOR

Ride one of the hotel elevators and make sure it doesn't get too crowded. Assist the handicapped if necessary. Alternately, prevent unauthorized use of the hotel service elevators.

CLEAN-UP CREW

3,000+ members generate a lot of mess. Function rooms, hallways and lobbies all need to have trash picked up during and after the convention.

SET-UP AND TEAR-DOWN

Departments such as Art Show and Parties need people to set-up and tear-down displays, tables, chairs, etc., during and after the convention.

ART SHOW

Department Head: Margo Bratton
E-Mail: mbratton@aol.com

The Minicon Art Show needs people to:

CASHIER

Four (4) people per day to take money, make change and operate cash registers.

DATA ENTRY

One (1) person every two (2) hours to enter data on a personal computer. Fast keyboarding is desirable.

RUNNER

Ten (10+) during the Art Auction to fetch and carry art pieces.

AUCTIONEER

Four (4) needed at the Art Auction to sell the art. Need to talk as fast as you can.

INTELLIGENT WARM BODIES

Six (6) at any given time for general purpose work.

PROGRAMMING

Department Head: Jerry Corwin
Masquerade: Bill Lochen
Mainstage Events: Charles Piehl [E-Mail: underhill@gac.edu]

Minicon programming encompasses everything done to entertain the convention members. This ranges from Opening Ceremonies and the Masquerade to some of the odd doings in the elevators. It takes a lot of effort to put on a good show, but hey, there's no business like show business...

PROGRAMMING BRIDGE

CAPTAIN OF THE BRIDGE

Need experience in working a bridge, a knowledge of programming, problem-solving skills, willingness to make quick decisions and accept responsibility for the consequences.

BRIDGE CREW

Quick study, good communication skills, willing to do a wide variety of tasks. Sorting name tents, answering questions, noting requests and trying to fulfill them.

ROOM MONITOR

Make sure the room is set up properly, try to fulfill requests of panelists, give five-minute and end-of-panel notifications.

SIGNS

Create signs needed before and during the convention. Need both people to design the signage as well as execute the ideas effectively and attractively.

REQUISITION OFFICER

Take care of on-the-spot needs of the Programming Bridge. Needs knowledge of programming panels, AV equipment, acquisition.

BOZO TV, TECHNICAL & EXTRAVAGANZA POSITIONS

LIGHTING CREW

Experience in stage or TV lighting using spots, fill, flood, chase lights, and boards.

CAMERA CREW

Experience in video taping in studio and/or "no retake" sort of theater situations. Able to use both tripod and hand held video camera with manual focus and zooms very helpful. Able to take floor instruction on "shoot" angles during taping. Able to route, connect and match video cable.

SOUND CREW

Experience in "miking" panels, speakers, and/or theatrical productions using boom, table mount and lapel mikes. Able to route, connect, and match audio cable over, under, and around anything. Ability to use a mixing board, with sound FX, fed to both sound system and video ports.

TEXT SYSTEM CREW

Able to use a Macintosh-based word/edit program fed to a video port. Fast, accurate typing with editing ability needed. Able to devote 1 to 2.5 hours at least twice per day starting Friday and ending Sunday afternoon. Ability to operate a either a reel-to-reel or cassette tape system ported to the audio side of channel.

VIDEO CREW

Able to operate a switching board. Able to operate video editing system with audio dub and multi-deck set-up. Able to operate and base troubleshoot the video cable feed to the hotel's system. Able to route, connect, and match both audio and video cable. Stage direction experience.

OPERATIONS

Department Head: Loren Botner
E-Mail: juntu004@gold.tc.umn.edu (will be forwarded to Loren)

These are the folks who work behind the scenes. They handle communications for all the departments at Minicon. They arrange the on-call emergency medical people. They help with lost badges, lost children and lost marbles. They operate the Minicon Bridge. For Minicon 30, they intend to have something like a super Info Desk in conjunction with the Bridge.

Operations is establishing a new organization for the department, so rather than specific job descriptions, they would like to find out what area of Operations you are most interested in. They will then contact prospective volunteers with specific information later. Meanwhile, here are the areas of interest:

COMMUNICATIONS

Generally handling the flow of communications between departments and persons via phones, two-way radios, pagers/beepers and face-to-face talking. Also requires log-keeping and maintaining contact information. A calm demeanor, quick wits and good ability to multi-task are desirable.

INFORMATION

Answer questions, provide forms, dispense advice and generally reassure the con membership. Involves manning the "Info Desk" portion of the Bridge. A gregarious nature, quick memory recall and crowd management skills are all desirable.

OBSERVATION

Travel about the hotel during the convention to survey areas, look for people who need help, carry messages and observe the wildlife. Report possible problems and assist with solutions. Common sense, a non-aggressive nature and the ability to rove freely through the hotel are all desirable.

MEDICAL

The large number of medically-trained people who attend Minicon makes it possible for the high class on-call medical care the convention usually obtains. If you have medical training or certification and would like to help, please use the volunteer forms to contact us.

PRE-REGISTRATION FOR MINICON 30

There is a tier-structure of rates for Minicon 30:

- \$20 until October 31, 1994
- \$25 until February 14, 1995
- \$55 at the door
- \$10 for a supporting membership (convert at the door for \$15)
- \$10 for children under 12*

**Please note: Children under 12 MUST be accompanied by an adult Minicon attendee.*

There is a pre-registration form in this circular. You may enclose it and your check or money order along with the volunteer form in a single envelope if you like. Please fill out the forms as completely as possible.

Please note: It is VERY important to indicate if you are over 21 years old and want a drinking badge or if you DO NOT want a drinking badge. Failure to indicate anything on the registration form will result in a non-drinking badge. There will be a replacement fee of \$5 if the badge has to be substituted at the convention.

Volunteer Form: Minicon 30 • April 14-16, 1995

In the table below, please check the boxes for the areas you wish to volunteer for AND those you have done at previous Minicons.

Name _____
 Street _____
 City _____ State/Prov. _____ ZIP/Code _____
 Phone: Home _____ Work _____
 Fax _____ Other _____
 E-Mail Address _____
 Is this your first Minicon? Yes No
 How many Minicons have you attended? _____
 How many have you volunteered at? _____
 Do you have experience with computers? Yes No
 If yes, what hardware? _____
 What software? _____
 Do you have medical training/certification? Yes No
 If yes, please describe: _____
 Can you stand/sit for long periods of time? Yes No
 Do you have a valid drivers license? Yes No
 Will you have a vehicle at Minicon? Yes No
 If yes, please describe: _____
 Do you have any talents or skills you wish to make available to Minicon? If so, please describe: _____

Mc 30	PREV	DEPT/FUNC	Mc 30	PREV	DEPT/FUNC
<input type="checkbox"/>	<input type="checkbox"/>	ART SHOW	<input type="checkbox"/>	<input type="checkbox"/>	OPERATIONS
		<input type="checkbox"/> Cashier			<input type="checkbox"/> Commo
		<input type="checkbox"/> Data Entry			<input type="checkbox"/> Information
		<input type="checkbox"/> Runner			<input type="checkbox"/> Observation
		<input type="checkbox"/> Auctioneer	<input type="checkbox"/>	<input type="checkbox"/>	PARTIES
		<input type="checkbox"/> General			<input type="checkbox"/> I will be 21 or older at Minicon
<input type="checkbox"/>	<input type="checkbox"/>	Childcare			PROGRAMMING
<input type="checkbox"/>	<input type="checkbox"/>	Cuddle Squad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prog. Bridge
<input type="checkbox"/>	<input type="checkbox"/>	CON SERVICES			<input type="checkbox"/> Room Monitor
		<input type="checkbox"/> Badger			<input type="checkbox"/> Signs
		<input type="checkbox"/> Gopher			<input type="checkbox"/> Requisition
		<input type="checkbox"/> Twinkie			<input type="checkbox"/> Lighting Crew
		<input type="checkbox"/> Beanie			<input type="checkbox"/> Camera Crew
		<input type="checkbox"/> Elevator Monitor			<input type="checkbox"/> Sound Crew
		<input type="checkbox"/> Clean-up Crew			<input type="checkbox"/> Text Crew
		<input type="checkbox"/> Set-up/Tear-down			<input type="checkbox"/> Video Crew
		<input type="checkbox"/> Other _____			<input type="checkbox"/> Masquerade
<input type="checkbox"/>	<input type="checkbox"/>	Dark Star Café			<input type="checkbox"/> Main Stage
<input type="checkbox"/>	<input type="checkbox"/>	Dealers Room			<input type="checkbox"/> Other _____
<input type="checkbox"/>	<input type="checkbox"/>	Fanzine Room			Registration
<input type="checkbox"/>	<input type="checkbox"/>	Life Support	<input type="checkbox"/>	<input type="checkbox"/>	Sales Table
<input type="checkbox"/>	<input type="checkbox"/>	Mpls in '73	<input type="checkbox"/>	<input type="checkbox"/>	Don't Know/Don't Care sign me up

Please send info on: Art Show Dealer's Room
 Artist Dealer
 I am an SF/Fantasy: Author Dealer
 I have moved
 I am new to Minicon
 I plan to use child care

Please send info on: Art Show Dealer's Room
 Artist Dealer
 I am an SF/Fantasy: Author Dealer
 I have moved
 I am new to Minicon
 I plan to use child care

Supporting (\$15 to convert at the door)
 Child under 12. Must be accompanied by adult attendees.
 Please list name(s) of adults accompanying child:

Supporting (\$15 to convert at the door)
 Child under 12. Must be accompanied by adult attendees.
 Please list name(s) of adults accompanying child:

PLEASE SPECIFY ONE:
 Non-Drinking
 Drinking (must be born prior to April 14, 1974)
 Note: Failure to specify one of these options will result in a Non-Drinking badge. There will be a replacement fee of \$5 to substitute badges at the con.

PLEASE SPECIFY ONE:
 Non-Drinking
 Drinking (must be born prior to April 14, 1974)
 Note: Failure to specify one of these options will result in a Non-Drinking badge. There will be a replacement fee of \$5 to substitute badges at the con.

Name _____
 Badge Name _____
 Street _____
 City _____ State/Province _____ ZIP/Postal Code _____ Country _____
 Phone: Day _____ Evening _____

Name _____
 Badge Name _____
 Street _____
 City _____ State/Province _____ ZIP/Postal Code _____ Country _____
 Phone: Day _____ Evening _____

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MINICON 30
PO Box 8297
LAKE STREET STATION
MINNEAPOLIS, MN 55408
USA

FORWARDING AND RETURN POSTAGE GUARANTEED

NON-PROFIT ORG.
U.S. POSTAGE PAID
MINNEAPOLIS, MN
PERMIT NO. 2164

Bev Elmshouser
1529 Gettysburg Ave. N.
Golden Valley, MN 55427

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