



OTHERWORLD

UNDERWORLD

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Executive Summary

It was a pleasure and an honor to be a first time event lead for this event. My experience with other events and dealing with the CV RD has brought me to the realization that we do not just organize and run a good event, we organize and run arguably the best event on Vancouver Island of the year, that is the gold standard for leave no trace, fire safety, participatory volunteer ethics, and legal understanding, and creative fun. It is time for us to move forward with this in mind and continue to build upon this portfolio.

Despite being the most challenging Otherworld to date in terms of planning and preevent execution, it went off with great success, no injuries and many fond memories even with the overenthusiastic dust control (light rain) over the weekend.

All leads that made a report are included below in great detail but in general:

Having clearly defined roles between the board, its individual members, and the event lead will help to reduce confusion, stress and possible misunderstanding/miscommunication. Suggestions are to develop a clearly defined flowchart and/or policy/criteria of who has final say over which aspects of the event.

Approximately one month preevent, it became apparent that some venue permitting issues made it a possibility we would have to find a last-minute venue as this option was preferred over changing the date. We simultaneously met with the Cowichan Valley Regional District area planning director, wrote letters and initiated a hectic search for a suitable alternative venue. The venue team came up with a place on Salt Spring Island with the possibility of increased capacity that the reality of limited access via ferry, highly unlikely possibility of burning, greatly increased porta-potty rental expenses, and increased travel costs and times for participants. Luckily, I received a verbal go-ahead from the CV RD within the week and on the strength of that proceeded ahead with Sunny Daze as the venue. We gave two complementary tickets to the Salt Spring Island venue owners to thank them for considering having us in a pinch.

Although the event was a great success, feedback with the board and team leaders revealed some issues around consent, guardianship of a minor, hours around noise/amplified sound, placement, inappropriate remarks from mainstage and one report of singed hair during the burn. All of these issues have been addressed on a one to one basis with the participants identified via event lead, co-lead, Ranger lead And Kindle Arts Board of Directors.

Insurance: we had a \$1500 quote this year which included ensuring our own first aid providers-everything except security, including fire performances. Our actual insurance ended up being about \$900 which is close to last year but we contracted outside medical providers. Cindy Milner of Milner Consulting crew charged for her on-call service and occupational first aid level III attendants but **use a 100% volunteer RN staff person; a model we could include to save costs in the future and share resources with our neighbors across the pond as we do with Rangers. We don't have to run it completely but we could staff it 50%, 70% or 80 % with volunteers.**

Porta Potties were overbudget, costs generally were on budget.

330 full price adult tickets were sold with about four teenagers, eight or nine kids under 12, four complementary passes for first aid, two free passes for security (security showed up three minutes late for the first shift with a third person, necessary for the ride.) Five free passes for the venue owners. I also approved one free pass for ~~Neil Frind~~ a possible venue owner whose site we had toured in the previous months. This gave us a maximum on-site capacity of about 350 people at any one time, which we never reached. With ins and outs, early departures, late arrivals we hit peak capacity at about 338-341 people between Friday at 10 PM and Saturday at 10 PM.

At no time was the venue overfull and with subsequent discussions with the venue owner and the event the following weekend immediately after us, and the ability to move 50-70 cars of the 185 on-site, I feel comfortable putting forward the proposition that Kindle arts could plan to hold Otherworld 2015 At Sunny Daze Campground with a carefully developed parking strategy and sell up to 400 tickets with 20 reserved for key medical volunteers, venue owners, outside contractors and the like for a maximum capacity of 420.

I found one gatecrasher on Friday night and three gatecrashers on Saturday; the one on Friday night was dealt with and the three on Saturday were called into Rangers and allowed to tour the site and escorted to their vehicles. The volunteers at the gate let them do a walk-through but they were spotted without wristbands shortly thereafter. As Rangers noted below, all gatecrashers were handled in-house and never involved the hired security.

I also got 120 (for the price of 100) Otherworld/underworld patches made for team leads, key volunteers, the board, theme camp leads etc. as a special Momento, they were an added expense at over \$300 but start a good tradition I believe. For Sunday I had approved a charcuterie platter and snacks to be brought up before leave no trace volunteers but with my vehicle breaking down over the course of the weekend and my reserve staff unavailable, I picked up the platter since it was charged to my credit card anyway, and brought it and other snacks and drinks to the team lead wrap up meeting a few days after the event at Centennial Square, a day or so after the Kindle Arts board meeting.

Detailed feedback from each lead is included starting page 4.

Event Lead Suggestions/Areas for improvement:

- Clear signage for medical with their campsite included in the layout of the Station, not hidden; perhaps locate Medical and Rangers where the menstrual cycle was placed.
- General volunteer option on ticketing page.
- 3 questions auto-generated on consent culture and 10 principles sent to participants after ticket purchase in order to receive event info with all answers on the event site to help enculturation.
- List of job duties and descriptions for team leads-started below, i.e message board and lost and found is responsibility of center camp etc.
- Keep the drug interaction chart, it was a hit; a good conversation starter.
- Create parking as a separate lead position. Expect that even with no ins and outs, there are always a few for medical/work reasons and that they can be managed with good preevent communication and careful parking.
- Create reusable, laminated signage around 10 principles, consent culture, 11th or 12th principles? First aid/Rangers, center camp, greeters and gate external, internal-list of steps for volunteers, parking areas, 18/19+ areas etc.
- If a new venue is being considered, start working early with the Authority Having Jurisdiction around fire performances and/or land-use.
- Create a shared volunteer medical team with Burn in the Forest.
- Specify theme camps must designate summary responsible for leave no trace and liaise with the overall event LNT lead.
- Directed tickets and separate testing URL. Reserve 5-10% for directed tickets post sale; see Ticketing report.
- Event lead needs to take possession of the gate list post event in order to properly summarize attendees.
- Early subsidy decisions to facilitate travel plans etc. Preset drop dead dates for ticket offers.
- Develop noise policy that is workable.

Lead Responsibilities:

Kindle Arts Board-Select Doarch, Venue, Insurance, Event Promotion, Financials.

Doarch-Determine The Event Theme, lead roles, budget, all aspects of event management.

Schedule meetings, determine communication schedule, ticketing policy, radio rentals, check in with all team leads to ensure their departments are progressing

Douke-Doarch for a day and co-lead of the event, generally a succession planning understudy; helps in all events and may have/be delegated other issues.

Ranger-Ranger people.

Secure Ranger tent, table, signage, water and volunteer swag, identification bandannas or lanyards, disseminate 10 principles and consent culture principles, attend and lead training sessions.

Center Camp-Serve as a central gathering place for the event and serve coffee and tea.

Provide coffee and tea for participants, post the what where when, event guide, survival guide, map, schedule of events/messageboard, run lost and found in conjunction with

Rangers including post event photos and attempts to return items to participants for up to 30 days post event. Secure suitable structure and furnishings/decorations.

DPW (Department of Public Works or Dangerous People Working)-infrastructure support. Dig holes, fill them in, build stuff, takes stuff apart, move stuff, secure and install LED lighting, work with transport and mainstage to functionality of generators and enough fuel.

Transport-transport infrastructure and/or theme camp infrastructure.

Secure rental of trucks, coordinate with center camp, DPW, mainstage etc. to help transfer critical pieces identified to the site, and back.

Leave No Trace-ensure the event the the venue in as good or better condition than we found it.

Develop and send preevent communication, check in with designated LNT people from each team. Get garbage/recycling bags, build team and walk the site post event thoroughly.

Variety Show-Organize variety show performances.

Placement- Place Theme Camps and Art, Mark off spots pre event, develop communication.

Fire Show- Organize Fire Shows, usually nightly.

Effigy- Build it to Burn, preferably involving the community, stay within budget.

Pyro- Blow it up, safely.

Greeters, Parking- Pre event communication, signage, parking volunteers, list of steps for volunteers, generate Schwag. Print waivers.

TicketMaster- All Hail.

WWW Guide- Out of Chaos comes Order. Print it.

Lead Reports:

Gate/Greeter/Parking

No Report received.

Mainstage

WHAT DID GO WELL

Our overall planning in regards to both sound and lighting presented very well. We also didn't have any significant problems that would be noticeable to our audience. **We had heavy crowds for longer periods of time, far more than I had seen in my previous years involved in the stage. So at the end of the day I think we contributed very well to the event.** The sound was very good, and I had a good handle on appropriate volume levels to use in all situations. The plan on having a second mixer away from the DJ's worked brilliantly...the stage manager had control of the overall levels at all times and I don't think the levels got away from us at all. We shut down the stage a bit later than planned - 4am on Thursday and 5am on Friday and Saturday - but we stuck to the plan of gradually lowering the volumes after 2am. I was happy... how did the masses feel? I want to keep this topic open if people want to discuss. The Limbic team produced another stellar year of lights and visuals, continuing the "experience" for our everyone to enjoy. I think we we're well prepared for the first Variety Show, as well as the fire show at main stage.

WHAT DID NOT GO WELL

We were seriously undermanned as a team. Much of this responsibility comes down to me as lead - I had a small list of volunteers who I assumed would be around regularly to help. Many of these people would show up intermittently or intoxicated, and ultimately the hour by hour chores rested on the 3 members of the visual's team, Mike Gano and myself only. It turned into a lot of work! I didn't ask enough people to help through the R.A.T.S. database, and I didn't express to enough people that we would need continued help during the event (not just on Wednesday/Thursday.) We needed volunteers in several areas - pre-event setup (which wasn't too bad), daily tasks for the visual team (which was largely handled by the 3 visual members only), sound management (handled 100% by me) and takedown. The visual team's number 1 priority was to setup a screen on stage complete with 2 projectors and decorating. The scheduled Friday night Variety Show prevented the team from even starting this part until Saturday. This turned out to be a tough experience as it was the centre piece of their project. Add to that, the rear scaffolding was not setup on Wednesday as originally planned. This prevented the team from getting ahead and having the lights setup early, causing them to work more often through the actual event than they had hoped. In the end, the trip turned into work everyday for the team. Finding sound managers was a problem as well. I had 3 people who I was hoping could relieve me in watching the stage at points on Saturday. Only one turned out to be reliable as he fell asleep early by accident. The other's showed up for their shift intoxicated. Perhaps it's the control freak in me, but I just couldn't trust someone drunk to keep the levels in check and look for potential sound issues. Even my volunteer DJ for the variety show was drunk when they arrived!

PROPOSALS FOR NEXT TIME

We had 19 people volunteer for DJ/VJ when they purchased their ticket (15 before the week of the event.) **Next time I'd like to ask anyone volunteering to DJ the event, to also give us at least one hour of sober (ish) work time as well.** If even 12 or 13 of those gave us an hour of their time DURING the event, that would have gone a long way to helping with our manpower issues. DPW asked if I had anything that needed to be done early...I said no. **To do it again I would have had them setup the scaffolding and any other infrastructure in relation to the stage, so the crew could get to work when they arrived.** Now that we're talking about a new venue, would we be able to look at our stage design as well? Specifically, **can we try to make a setup where the DJ's and VJ's can stay stationary after setup, and can we attempt to have a separate area (within the main stage area) for performers?** I realize we won't know what we have to work with until we choose a venue, and I realize there is a very good chance there won't be a future stage at all. The sound and visuals are getting a lot more advanced each year...if there's any way we can simplify things to make a pre-event setup possible (without taking it apart for a show) then it would make our lives a lot better and a whole lot less work! Last proposal I have is in regards to budget. I haven't compiled all of our receipts yet, but I think we're probably in the range of our \$1500 budget. **Could we consider raising the budget at some point of the future?** Much of the projectors, lighting and other equipment was provided free or charge by the Limbic crew. If we we're to loose them and try to rent some of the same things, it would cost us a lot of money. An increased budget could help in this scenario. Thank you for the chance to run the stage. Despite how tired I was, I am still thinking of volunteering next year if you guys would have me back.

The only thing I would add is more emphasis on not having to move any equipment for the variety show even if this means installing risers in front of the main stage that they can dance on

Placement

Here are Natalie's points:

- Apart from Vandango and vallhalla not sure about boundaries of there camps it was pretty good. Broke up two couples from their camps arguing over a tent space.
- The lane from toll booth to coco dome could have been used more.
- Xanadu dome didn't fit into their allocation, placed it outside the spot and they camped in the place to take up less room. Everyone seemed happy with place given.
- My only personal complaint was that a member of Vallahala theme camp blocked the entrance to the camp with his camper preventing easy access even though told he couldn't park an Rv there, made it seem like a private theme camp to some people.

My points:

- I didn't know that the person had been told not to park there. If I had been told about the situation I would have found him and made him move it. I agree with Natalie that it really blocked off the camp and the pathway.
- Art projects did not seem to consistently be aware that they needed to apply for placement. I don't know what their application process is like, but we need to add in a step about applying for placement. Art grant lead giving placement lead info about all the grants given could help, but presumably someone might bring something without asking for a grant.
- **We should include a section in the placement form for a name and email address of the camp's designated LNT person.**
- The tollbooth person complained to me on-site about their location not being high traffic enough. I offered to move them over by Whiskey and Whores and Xanadu. She said that she was fine where she was and didn't want the bother of moving the booth.
- **Perhaps having a parking lead would be helpful.**
- There was the issue of the racist camp description. I dealt with it by coming to an agreement with the camp about a less offensive description.
- Overall I think placement went well. Didn't have any major issues.

DPW

Well, as far as I can tell, DPW activities went without a hitch until tear down time. There was **good pre-event communications with all the parties and transport made things easy for us** since all the equipment we needed was picked up at the same time as main stage sound equipment. A big thank you to Matt who took care of this with his own credit card (i think). **We were lucky to be put in touch with volunteers who intended to arrive early and were able to help with the effigy and other set up activities. In the future, I would encourage people who plan to arrive early to come forward so we can make the best use of their services at set up time. We could possibly do it for the tear down as well to get an actual commitment.**

Otherwise we find them on site - which is also ok. We tended to the generator in a minimal way and I don't think there were any problems other than the fact that music was too loud too late on the last day. Not sure how to go about this one. Perhaps there should be a consensus about what to do in cases where some party wants to continue partying and others nearby had enough and want to sleep. This created some friction for the tear down time but Jean Luc was able to round

up enough people to help with most of the tear down left. Some theme camps who left it for later in the day had a difficult time to find help (from what I was told). Obviously good communication before the event is crucial (we did that very well). Once on the site, things become a little chaotic but we found that it was relatively easy to find help with all aspects. Most groups were self-reliant and if they needed help, they were able to find it easily.

Variety/Hansel

My Feedback for Otherworld:

- 1) Have **Town Criers to tour the camps and announce events 20-30 minutes prior**. There were a lot of things happening that were not on the main schedule and were only passed on via word of mouth and sometimes it was too late.
- 2) Have a cafeteria area where 30+ people can eat breakfast, lunch, dinner together and camps can drop off goodies. It will increase a community feeling. **(BitF had volunteer meal passes at the commissary-Chris)**
- 3) Organize similarly camps into "Lands" so it's easier for patrons to navigate.
- 4) Have all food centric camps along the main road/centre camp so it's easier for patrons to know what's being served and when or at least in a high traffic area
- 5) Encourage camps to have activities starting earlier at say Noon. There is a lot of down time until things get interesting in the evening.
- 6) Encourage all camps to post FB events for their activities at least one week prior to Otherworld so patrons can prepare/bring supplies
- 7) Rent showers?
- 8) Have the smaller variety show/open mic by the beach every day at the same time. It was extremely well attended and the placement was casual, intimate and fun. It also gave people something to do/watch
- 10) Have rain based activities such as a Slip 'n Slide or pop up showers so the show can still go on.
- 11) Mud pit for wrestling in case of rain?
- 12) This year's event fell on Pride Week so maybe next year have a mass Pride Parade conga line that travels the whole camp
- 13) Do the Rangers wear reflective vests? If not, then that would be a good idea. If they do, then great!

Variety-Mike/Dee

Here's a summary of what me and Dee thought about how to improve and stuff that stood out to us and needs to be discussed.

- 1) Different stage for performers. - same stage means issues with space, lighting set-up. Second stage just for performers also means we could have dancers/hoopers/visuals off the the sides of the main stage as well.
- 2) Find out more detail about the performances (E.G; ~~Carey/Karina~~ said her performance was kid friendly - it wasn't.

- 3) Addressing the inappropriate Rape jokes. These were not on the curriculum nor pre-planned. Dee was backstage and couldn't hear what was happening and I realized what was being said too late and too far away from the stage.
- 4) Maybe under 16 must be accompanied by a parent or guardian after certain times and must not be in certain areas. (Aka be camped around mother world) Unless actually working.

WWW

Island blue print is well proven for large format printing

The blown up WWW schedule should be taken to OW by the Centre Camp Setup Team

There was lack of communication around the expectation and responsibility of a blowup Map of OW at Centre Camp.

Another question is like to discuss is if **the responsibility of printing for centre camp should rest with centre camp lead. (Www AND placement send printable format /layout to CC who send it to printer and get it printed)**. Otherwise CC has to communicate setup and dimensions to other leads... Redundancy?

The man burned just minutes before 10 pm. So next year the schedule and fire show should be good.

No activities should be scheduled on arrival day (until night). Everyone is too busy setting up.

Center Camp

Center Camp went pretty good this year. I really liked having the what where when printed large.

Nathan Sorochan and Megan Will were my volunteers and Marie Specht and Paul Fisher helped us out for at least 2 hours as well!

LNT

In brief the LNT for OW 2014 went fairly smoothly. There were a lot of newbies this year, which I will attribute to the bags of garbage and recyclables left behind at centre camp and the beach stage. Several items were also apparently left behind on the beach itself, which were eventually picked up following a reminder to the last remaining attendees on Sunday night.

Having showed up Wednesday night before OW officially opened I was able to do a run through the camp to take note of any MOOP that had previously been left behind from earlier events. I observed several cigarette butts and small pieces of garbage (plastics, foil wrap, balloon pieces etc). Jared also took note of this during his sweep for metal objects left behind and in public spaces.

Next year I think it would be wise to have a lot more signage explaining where recyclables are to be left and a way to make sure that as the community grows, our new Burners are aware of the ten principals. People arriving at the gate were given garbage bags and blue bags for their empties but I don't know if they knew exactly what was expected of them. **Next year I would include signage explaining what MOOP stands for and the importance of Leaving No Trace. I would leave this up so that people could also see it on their way out when leaving.**

I would also hope to include a box for Flaied and Found at Centre Camp throughout the entire weekend, again with adequate signage so it is obviously noticed. Another idea might be to have a clipboard up there so people can share what they've lost with their name and where they're camped so that if something is found it can be returned by the participant who found it. This way everyone is working as a team with LNT and the job is not left to the few who stay late.

I am currently working on a list of volunteers who helped with LNT, but specifically a huge shout out to Hot Rod, Little Jared, Sparker Parker, Xray Cam, Laurel and Matti, Mark Rock and Liam Lavelle, Ryan and Michelle, Oz and the whole crew. We succeeded in leaving better than when we arrived.

Rangers

The good:

Rangers went well this year. There were no significant medical issues and rangers responded well to situations that arose, including a perceived medical emergency (radio miscommunication by the medics) plus daytime gatecrashers. Training went well - both training sessions in Victoria were well attended, and the BRR training in Vancouver saw great turnout as well. Scheduling was 100% with extra coverage during burns. Volunteers were reliable and responsible. Ranger supplies (food, water, snacks, etc.) were good - this year's list should be a basis for next year. Reusable water bottles worked well but center camp's water was best. Splitting the shift lead role into 6 12-hour shifts (as opposed to 3 24 hour shifts) worked amazingly well. This was a fantastically uneventful burn and we're very lucky all went well.

The lessons (with suggestions):

Coffee and tea at the rangers station was not used at all. Center camp provides a better service in a more central location, and we should support this rather than providing make-it-yourself coffee. **Security was not called once, even in the event of gate crashers. A policy on gate crashers should be developed,** though the daytime gatecrashers were handled smoothly and professionally this year.

The communication book was not used at all. Pens must be provided and the book should be left in a clear and obvious spot. Privacy concerns from past years were taken into account so the book was kept in a bin out of sight, hence no one knew where it was. **Suggestion: Public log book where all rangers record their shift and reference any incidents ("Green dot participant M.") while details are recorded on a separate sheet and slipped into a slot in a closed locked box.**

Security, gate, and parking need radios. Consider if separate channels should be dedicated to different tasks (rangers, gate + parking, medical). Radio training should be included in the ranger training, complete with practice. This was a large source of anxiety for many first-time rangers. Many people found the schedule unnecessarily complicated. Request a review of the staggered shift start times. Ensure clarity on overnight shifts (eg: 2am Saturday is really Friday night / Saturday). Consider options for khaki gear for returning/ longtime rangers to make rangers more visible. **Lost + Found needs a secure storage site - anything valuable should be stored in a secure location until claimed by its owner.**

There will be a ranger appreciation bbq in the near future! :)

Transport

Reserve truck for first thing on morning intending to drive up so more time for loading/unloading with drop off after event Sunday would have given most useful time from rental.

Having a drop location preEvent was VERY useful (although I used my personal pickup to run 6 loads from around town preEvent).

Encouraging people to drop off their stuff preEvent instead of me driving around would have reduced my stress a lot.

Having a drop location *on site* where theme camps could come get their stuff would mean less futzing around with large truck on tiny roads.

I spent 4 hours on Sunday driving a pickup to various parts of the site to collect pieces and bring them to a central location before I could even start loading the truck. Having a central location would have made this WAY easier.

The amount of actual DPW stuff that was hauled up was very small (1 generator and water suppression gear). Mostly was used by theme camps.

Center stage rented their own uhaul trailer - would have been more efficient if that had been combined (since there was room) with the transport truck.

THE EFFIGY

The effigy build experience was an unexpected transformational experience. Taking a lot of personal dedication, multiple skill sets and time it was surprisingly rewarding with the amount of willing community involvement there was to help in it's creation, transportation, set up, completion and co-ordinated burn for all to enjoy. For those contemplating the building of The Man, The Temple, or any other art or burn effigy requiring countless hours of community support, materials and **resources I recommend starting early...** 25 years early was a bit of a luxury in this case but it definitely seemed to help pay off in the long run. The following are my challenges, lessons learned and volunteer credits for my first official Man burn...

CHALLENGES:

1. **SIZE AND WEIGHT:** With the effigy being top heavy and much higher than safe to easily stack any future designs should likely reverse this fact. Having built this artwork many years before made this redesign an impossibility at this time but was a good challenge to overcome for what lessons and community involvement it inspired.
2. **COST:** Some financial costs will not be able to be recovered and, if it is an issue, that needs to be discussed with the Leadership Team before the project is complete. For me it was not an issue but I was clear in seeing that it could be a challenge for future builders.
3. **POST PRODUCTION:** Once the creation is complete have something else specifically planned to help pull yourself into the event. Make sure there are friends and happenings that they can pull you into. I was so busy co-ordinating the Effigy I had little time to study what was going on at the event so had to shift gears quickly to jump into participant mode. Fortunately the community of friends I came with and the new friends I met kept checking in and helping make the transition fairly gentle.

LESSONS LEARNED:

1. **GET A FACEBOOK EVENT PAGE UP:** As soon as the project has been confirmed to be a go... perhaps even sooner if looking to garner support for it's creation.
2. **BUILD INTERACTIVITY INTO THE ARTWORK;** Having the Bed at the base of the effigy seemed to create a very interactive and memorable way for many people to create a personal relationship with The Man, as opposed to a stand alone artwork, seen from afar. future projects could consider how to create more interactional works than single, one-off statues.
3. **GET COMMUNITY INVOLVED;** Though there are many things that will need to be done alone... Emailing and project managing, some supply runs, design and redesign time, all build days, set up, and even some brainstorming evenings can create unexpected, creative sparks for not only the benefit of the final creation but for everyone to have a personal relationship with the piece and each other as well.
4. **DO NOT TAKE OWNERSHIP OF THE WORK BUT OWN YOUR CONTRIBUTION;** The work belongs first and foremost to the community. It could not and would not exist with community support, the community event, community unity... give credit and love to that fact. When thanked by the many, many people you will meet and greet during and afterwards it is then, I have found, a wonderful practice to open up and receive their heartfelt warmth and sincerest words and suggestions at that time. I have been gifted, through the creation of this project, to kindly be shown, a lot about my areas of openness and less openness that I had. While I believe in ideals like modesty and humility I see now that there is a fine balance between ego-laced narcissism and self diminishment in the presence of one's own light. Whatever comes up for anyone on one's team... from the builder to the bricklayer is a wonderful opportunity for each person to be proud of being part of something amazing together and alone. Creating and passing

out personal thanks... through a specialized gift to each volunteer... Including oneself is something, among many other things, I have learned from this wonderful event.

VOLUNTEER CREDITS: Liam Lavelle Jean-Luc Tremblay Isabelle Payette Harmony Proulx Laughlin Meagher Cam (X-Ray November) Terry (Cliff Walker) Marie Savage-McDermott Scott Irwin Nathe Hooper Marlene Lagoa Chris Marks Dave (For his use of his scissor lift and flat deck truck) A few others on site who didn't share with me their full names.

OW2014 Fire Safety Afterburn report

This was a fairly uneventful year for fire safety. We had three scheduled burns, all of which happened more or less to plan. There was a single incident of unauthorized fireworks use but it was appropriate and safe enough.

Two people brought flame effect devices to the event; Terry with the amazing Brood piece as well as his mini-ATV mounted poofer, and a newcomer, Darin from Campbell River, with a small poofer that he installed and operated by the main stage. Both of Terry's pieces were completely compliant with the KindleArts flame effect standard. Darin's was not completely compliant (non-LPG rated fuel hose and no 1/4 turn shutoff on then fuel supply) but I discussed safety plans with him and we found a way for him to operate the unit. He ended up mounting it on the scaffolding near the main stage and many people got a chance to play with it.

The Conglomeration of Runt Effigies went off mostly according to plan with 5 pieces burning on Thursday down on the beach beside Brood. Fasteners were cleaned up and the river rising in the winter will get the rest.

The effigy burn on Friday could have gone more smoothly. Two members of the pyro team did not make it to the event, so we were short handed for prep. Fortunately Katie and Fletcher both stepped up to lend a hand. Then I ran into some trouble with the pyro system and the ignition sequence did not go as planned. Once the piece did get lit, it burned quite well and had a good collapse. Taking a lesson from last year, we pulled the remainder of the structure down as soon as we could to facilitate the dancing. One thing that I am very concerned about is that I received reports that burning debris was hitting the front row of the crowd. Watching the video, I can see that the wind was carrying smoke and embers in that direction. Something to think about next time. Then, just as we were trying to wet a tree that was catching a lot of embers, **the fire pump ran out of gas**. We grabbed the nearest gas can (thank you Vandango) and refilled it and all was good. Fletcher pulled the remaining structure down and the participants celebrated. **An additional use for the fire hose was discovered as a mister** for the naked celebrants, dancing around the fire.

The fire ended up burning down around 0300 as no one seemed interested in putting more wood on it. I raked the embers around to encourage final burn and went to bed.

The temple burn on Saturday went according to plan, with one small change. Heinrich had forgotten to acquire the citronella oil that he had wanted to fuel the piece with, so Allan ended up donating some lamp oil from the fire performance fuel dump. Heinrich and Ashes both lit the temple and Heinrich requested music be played and the burn be considered a celebration of life. Natalie's tea lights around the temple looked really good once they were all lit. Once the temple had burned down, Nancy placed her CORE effigy on the fire and burned it. I kept putting wood on the fire for about another hour or so and then left it to burn out.

The one fireworks incident was lbby shooting a bear banger over the heads of "some kids" who were doing a weak imitation of sleep dep with a ghetto blaster too early in the AM.

Things for next year:

Get flame effect manual up on KA website so people know what our standard is.

Ensure fire pump comes with strainer basket. This is the second year in a row that Western One has supplied the pump without a filter and this year we sucked up a rock and jammed the pump while testing. Fortunately the pump is quite solid and was easy to repair, but this shouldn't have happened.

Add fire safety as a volunteer category and start building the local Fire Arts Safety Team.

Ticketing

Things that worked well:

- TRICKS system in general
- PayPal in general
- Using Facebook to communicate information about ticket sales
- Requiring volunteer sign-up when purchasing tickets
- Cutting off refunds early
- Not using the waiting list for distributing extra tickets
- Server resources for first-come-first-serve sale
- Deadline for ticket transfers
- Gate list printing

In general, this year exposed the risk of not having an explicit ticketing plan that could be communicated to the ticket system admin. In the absence of a plan, the admin helpfully tried to satisfy requests from many people involved in the event, some of which could be perceived of as unfair or disorderly. (Although the general lesson may be that no Burner event has smooth ticket sales!)

Lesson Learned: Prepare a ticket sale plan template as a starting point for future events.

Tickets were scheduled to go on sale on April 1 at 7pm and this date was widely announced. This was not properly communicated to the ticketing system administrator,

so the system was not ready to go live at that time. The sale was rescheduled to April 10, which caused minor consternation.

Lesson Learned: Ticketing schedule must be communicated clearly and explicitly among all stakeholders. Decide on a drop-dead date and plan communication for that risk.

Between April 2 and April 9, the ticketing lead, event lead and many members of the board were out of the country - that contributed to some of the issues and should be avoided in the future.

Lesson Learned: Main ticket sales should be scheduled around the availability of key stakeholders.

In order to test configuration, we normally turn the ticketing system on for a few minutes and allow a member of the event team to purchase a ticket. Because the ticketing lead did not have regular email access, one of the other team leads managed to talk him into testing it on April 2. Unfortunately, the system was left on for a number of hours and 5 people stumbled across it and bought tickets.

Lesson Learned: Testing should be planned for a brief period and done through a secret URL rather than the main ticket sale page.

To attempt to direct tickets to team leads, the event lead and ticketing system administrator arranged to turn the ticketing system on for a few hours on April 9. In that period, 25 tickets were purchased by team leads and 9 tickets by people who stumbled across the open sale.

Lesson Learned: Pre-sale directed tickets should either be done through a secret URL or by opening the waiting list and offering tickets to waiting registrations.

The main sale opened a few minutes late due to server load, but otherwise went smoothly. All tickets were sold in 5h 20m. The decision was made to not offer a waiting list at this time due to difficulties managing the waiting list the previous year.

Two participants who needed care attendants did not choose to apply for a subsidy offer during the sale, apparently because they were unaware that that was an appropriate reason for a subsidy. After this was communicated to them (in personal conversation?), they asked to have their attendant tickets converted to subsidy tickets. This was done manually by the ticket system admin, which later caused confusion during reconciliation.

Lesson Learned: Be more explicit about appropriate grounds for a subsidy. It's much easier to convert a subsidy application to a full price ticket than vice versa. If this occurrence happens again, consider canceling the tickets and issuing new tickets using a directed sale process.

A few subsidy applicants inquired about when they would receive their offer before they were sent out.

Lesson Learned: A scheduled date for subsidy offers should be made in advance and communicated to applicants.

Some subsidy applicants did not respond to their offers in an orderly fashion. After repeated attempts at communication, some of them indicated that they were waiting until they had money saved up. Some subsidy applicants never responded after the ticketing and event leads tried to contact them many times. Similar activity happened with directed ticket offers.

Lesson Learned: Subsidy and directed ticket offers should only be valid for a certain amount of time with the possibility to request extensions. Develop a communication plan for subsidy and directed tickets.

After the main sale a number of important volunteers were identified for directed tickets. The ticket system admin indicated that the best way to send offers for directed tickets was to open the waiting list, invite those people to register and then send them ticket offers. That had the side effect of allowing other people to register for a waiting list although they were unlikely to receive tickets. The existence of the waiting list was advertised by some people.

Lesson Learned: Consider new ways to offer post-sale directed tickets with fewer side-effects. Perhaps a separate interface could be offered for transferring tickets that would allow the creation of a secret waiting list URL.

No human examined Other participation statements. Some potential participants may not have been engaged.

Lesson Learned: Assign a human to review Other participation statements.

Tickets for another event, Lights Out, were sold after the Otherworld main sale but before directed sales were complete. This made reconciliation of Otherworld sales very difficult.

Lesson Learned: TRICKS can handle selling for two events simultaneously, but do a partial reconciliation of the first event before starting sales for the second.

There was a flurry of ticket transfers before the transfer deadline. The ticket transfer page was left active for 48 hours after the deadline, but it was not used and no one requested exceptions to the deadline.

Lesson Learned: A well-communicated transfer deadline is accepted.

Records for cash transactions were not rigorous, making reconciliation difficult.

Lesson Learned: Either people accepting cash should do so in exchange for completing a PayPal transaction or a rigorous paper trail should be created.

The TRICKS summary worked pretty well for reconciliation except that subsidy tickets were split into multiple groups based on the subsidy field without any apparent difference in meaning.

Lesson Learned: Be more careful to handle subsidies in a consistent fashion or consider enhancing TRICKS to automate some of this.

The Gate List was printed without incident. Changes to the list after printing are outside the scope of this report.

Requested Enhancements for TRICKS

- Better waiting list extract
- More passwords
- Better error message if a ticket has already been transferred
- No new lines in RV field

First Aid



Medical, First-aid, and Health Consultation.

Cindy Milner
RN (C), BHS(N), MN

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MEDICAL REPORT- OTHERWORLD JULY 3-6, 2104

July 9, 2014

- 8 people were seen for SKIN related issues (cuts, scrapes, bites, rashes, burns and stings)
- 2 people were seen with MUSCLE/SKELETAL problems (sprains, strains, connective tissue and bone)
- 1 person was seen for a RESPIRATORY issue (asthma, bronchitis, breathing related)
- 2 people were seen with INFECTIONS
- 2 people were seen with MENTAL HEALTH/PSYCHIATRIC conditions (stress, anxiety, “overload”, pre-existing mental health conditions)
- 1 person was seen and treated for (PAIN)
- 4 people requests for Antihistamines for bug bites- none given due to the fact that the person was under the influence of alcohol
- 9 people were observed and or check for issues related to mis-use and or overuse of SUBSTANCE
- 42 people engaged in conversations with Medical related to HARM EDUCATION- most initiated by the COMBIND DRUG POSTER.
- No one required off site transportation or care.

Suggestions for upcoming events:

- Change the hours for Medical coverage from 1200- 0600, the night time medicals did not feel safe leaving patrons at 0200 (as was in the quote).
- Move Medical to Center Camp, for better visibility
- Community Notice Board – information, lost and found etc
- More Harm Reduction literature/materials
- Radio Training for Rangers

Overall the event was a great success from a Medical perspective, and enjoyed by all.

With thanks,

Cindy Milner RN (C), BHS (N), MN

Letter to CVRD

To: Area B, Shawnigan Lake Director, Bruce Fraser

Attn: Dana Leitch

Cowichan Valley Regional District

175 Ingram Street

Duncan BC

V9L 1N8

Dear Mr. Fraser:

I am writing to request a presentation at the CVRD special board meeting for the purpose of requesting a one time use permit on Forestry F1 Lands for a community arts event to be held at 4051 Renfrew Road July 3 noon until July 6 at 5 PM.

My name is Chris Marks, I am the Chair of the Victoria Accessible Transit Advisory Committee; I am writing today however as the event lead for Kindle Arts Societys 6th annual outdoor summer event, Otherworld. We are a registered non-profit arts society. The event is a family-friendly, community-based arts festival. We propose to have approximately 250 attendees plus volunteers with an average age of 32. Children of all ages will be attending; all minors will be accompanied by an adult, including my 15-year-old son. Over the three days there will be workshops, performances, live music-including amplified sound, which we are committed to ensuring does not exceed the 50/60 dB limits outlined in Bylaw number 3723 of the Cowichan Valley Regional District.

We have held our community's annual gathering at this site for the past 5 years. As we slowly grew in size, Sunny Daze began to promote as festival venue. I understand there have been concerns about one of them. At no point did we know that Sunny Daze was not operating within their zoning. We are a team composed of 100% volunteers and the event is not-for-profit. In fact, we return funds raised at this event

to the community in the form of artist grants. In good faith, we signed a contract with Sunny Daze in October. We would be unable to find a new venue for our event if it were cancelled, which would cost us thousands of dollars, thousands of volunteer hours, and leave our community without a chance to gather and share the art that we have been made since last year. If Sunny Daze is unable to operate legally in the future, we will of course find a new venue for next year.

Our event is fully insured. We have hired highly qualified licensed and insured security and First Aid providers. We and are in communication with BC Ambulance and Cowichan District Hospital so that they are prepared in the unlikely event of a medical emergency. Over our five year history we have not had an incident that required us to call BC Ambulance. We have never had an issue that required a licensed security provider, although we ensure one is on-site at all times for due diligence.

We do not serve alcohol or food; participants are expected to be self-reliant. Extra porta-potties are rented for the event. All parking is kept on site for the duration of the event, there are no ins and outs, and therefore no inebriated drivers on the road. We are constantly proactive to minimize any unwanted impacts upon neighbours, concentrate on safety of participants, and act ethically and responsibly during planning, execution and wrap up of our events. Simultaneously, we have community “Rangers” volunteers trained in mediation and conflict resolution circulating the event 24 hours a day to help spot and diffuse issues as they arise, disseminate information, and keep in contact with the gate, security, first aid, and the event lead at all times via radio. This is unique to our event.

Another distinguishing feature is we are the largest Leave No Trace event on Vancouver Island; all participants are expected to pack out every bit of foreign material they pack in and the mantra is to leave the space in as good or better condition than we found it. We have a volunteer-led Leave No Trace team that scours the event site post-event to ensure this principle is upheld.

We have professional fire performers at our event, and as such we have developed a positive relationship with many fire departments. We have approval from the Authority Having Jurisdiction for our fire use and safety plan. We have never had a fire safety issue or negative incident with any performer, bystander, or property. We have discussed our fire activities with the local fire department.

As a permanent wheelchair user and lifelong resident of Vancouver Island, I appreciate the accessibility, cleanliness and family atmosphere provided in the Cowichan Valley Regional District and specifically at 4051 Renfrew Road, otherwise known as Sunny Daze Campground. This relationship has been mutually beneficial: we are provided with a safe, beautiful, and friendly place to gather and consequently The Cowichan Valley Regional District gets business, exposure and repeat customers to service stations, stores and restaurants far beyond our three-day events.

Please accept this sincere request in good faith; I can provide any other documentation you require.

Yours truly,

Chris Marks

250-889-1590

Quadly@gmail.com