



## 2018 Season Haunted Halloween Train Call for Volunteers

For the second year in a row, Cheyenne Steamers, a non-profit amusement organization is sponsoring the Haunted Halloween Train. The train is located next door to the Cheyenne Ice and Events Center but is not a formal part of the Events Center. The historic trains take passengers on a haunted train journey. During the journey, stories are told that depict haunted ghost train stories. The event is fun for all ages, 1 to 101. This event is NOT scary, bloody, or gory. It is fun and entertaining.

### CALL FOR VOLUNTEERS

This event requires about 12 to as many as 15 volunteers ages 10 to 100 to help act out the scenes of the journey each night. Volunteers will participate as either storytellers or as scene actors:

- Storytellers read a 45 second script that describes the events of the scene.
- Younger actors are dressed as ghosts in period costumes to portray the scenes.

Again, this is not a bloody, gory, scary event. This event tells mostly historically-themed stories about railroad events involving real people. Participants may be scheduled for as little as three (3) hours, or as many as six (6) hours each evening as shown on the back of this flier. Additional duties that volunteers will be asked to help out with include helping with tickets, loading and unloading passengers, ensuring everyone stays safe, and of course having fun!

### FACTS ABOUT THE EVENT

Cheyenne Steamers is providing plenty of adult supervision. **This activity is safe!** We guard the area we work in and we closely monitor the scenes and the actors. Volunteers are not left unsupervised at any time. None of the scenes include dangerous items such as live fire or active machinery. Other fun facts include:

- Volunteers are asked to be at the Train no later than 5:00 PM. The event officially ends at 8:00 PM, however there may be busy nights where the final runs happen after 8:00 PM. We are normally finished with the majority of the cleanup and most of the volunteers are released to go home by about 8:30 PM.
- After the event is finished (end of October) we will host a party for all volunteers to thank them for their time.
- Snacks and drinks for the volunteers are provided by Cheyenne Steamers at all events.
- Volunteers will not be asked to do activities that they may not feel comfortable with.
- This is a great event for aspiring theater and/or theater majors.
- Cheyenne Steamers, as a 501(c)(3) non-profit organization will track volunteer hours and provide certification of volunteer hours as needed.
- Parents wanting more information about the event can call Cheyenne Steamers at (307) 778-7458 or you can email [info@cheyennesteamers.org](mailto:info@cheyennesteamers.org)
- Family members of volunteers are provided train ride vouchers (good for train rides only.)
- Volunteers are asked to schedule times with the Volunteer Coordinator. Once you have scheduled with the volunteer, we ask that you please make the commitment to attend.

## RULES

1. By submitting your dates available, you are committing to participate on those days in whatever role and position is requested of you. We understand that to the best of your knowledge, you are available the days you have presented.
2. If you are not able to make it on any particular night due to unforeseen circumstance or schedule conflict, then it is **YOUR** responsibility to contact the Volunteer Coordinator to report your absence as soon as possible so that a replacement can be scheduled in your place.
3. You shall report on time (not later than your assigned call time, at the very latest 5:00 pm) for the nights you are scheduled.
4. You **MUST** be fit, healthy, alert, not under the influence of drugs or alcohol, and ready to work.
5. **You shall follow all safety precautions, rules, and instructions given to you by the Manager(s) in Charge. You must conduct yourself in a manner that promotes a safe environment for you and everyone else.**
6. Certain positions may require special training, instruction, and other requirements. If you have not received such training and instruction, or you do not otherwise meet all the requirements, you are not authorized to fill those positions.
7. You shall respect others around you, especially the patrons who come to ride the train. You shall conduct yourself in a manner and use language that is appropriate for a family-friendly environment.
8. **You understand that if you do not follow the rules, you may be immediately excused from participation, perhaps indefinitely.**

## EXAMPLE CALL BOARD / SCHEDULE SHEET

Schedules will be made up and provided to you. Here is an example so that you can get an idea of the positions available.

### HALLOWEEN TRAIN CALL BOARD

DATE: **EXAMPLE 2018**

Total Positions: 16 to 20 people nightly. Call times are no earlier than 3:00 PM (fire-up/engineer) and no later than 4:30 PM. Close up and off property no later than 9:00 PM.

POSITION	Person Filling Position	Call Time	End Time	Confirmed	Qualified People to Fill Position
<b>Manager In Charge/Set Up</b>					
Manager 1	JOHN RIMMASCH	3:00 PM	9:00 PM	✓	JER, MEL, DJ, DL, MP, CK, JC, SAL
Manager 2/Assistant	MIKE LEWIS	3:00 PM	9:00 PM	✓	
<b>Fire-up Engineer Put Away</b>					
Engineer 1	RYLAND RIMMASCH	3:00 PM	9:00 PM	✓	RJR, WJR, JER, CK, WW, DL, DJ, MP, MEL
Engineer 2	WESLEY RIMMASCH	3:00 PM	9:00 PM	✓	
Back-up Engineer	CHASE KEPNER	3:00 PM	9:00 PM	✓	
<b>Ticket Office manager/Make-up/Food</b>					
Ticket sales	JESSICA HANSON	4:30 PM	8:00 PM	✓	Becky, Jessica, Karen, Amanda, Jessica Lee, Kaylan F, Others
Food helper	BECKY RIMMASCH	4:30 PM	8:00 PM	✓	
Greeter and Helper	KAREN LEE	4:30 PM	8:00 PM	✓	
Make-up/Costume Help (Optional)		4:30 PM	8:00 PM		
<b>SCENES</b>					
<b>Lady in White</b>					
Story teller	JACK W.	4:30 PM	8:00 PM	✓	Jack, John, Elly, Others...
Bride	ELLY RIMMASCH	4:00 PM	8:00 PM	✓	EJR, MeIL, KC, Others...
Fire Truck	STEVE LEE/DAN LEE	4:30 PM	8:00 PM	✓	SAL, DL
<b>Railroad Track Labors/Grave Yard</b>					
Story Teller	DAN JAG.	4:30 PM	8:00 PM	✓	Jack, John, Elly, Others....
LABORERS: No less than 4, can have as many as 8					
Labor/Grave 1	MELANIE L.	4:30 PM	8:00 PM	✓	Any
Labor/Grave 2	GIDEON H.	4:30 PM	8:00 PM	✓	
Labor/Grave 3	CLAYSON R.	4:30 PM	8:00 PM	✓	
Labor/Grave 4	SAM W.	4:30 PM	8:00 PM	✓	
(Labor/Grave 5)	BRADEN L.	4:30 PM	8:00 PM	✓	
(Labor/Grave 6)		4:30 PM	8:00 PM		
(Labor/Grave 7)		4:30 PM	8:00 PM		
(Labor/Grave 8)		4:30 PM	8:00 PM		
<b>Pumpkin Patch (could also be LW)</b>					
Story Teller	JACK W.	4:30 PM	8:00 PM	✓	Jack, John, Elly, Others...
<b>Extras (story tellers, crowd control, etc.)</b>					
		4:30 PM	8:00 PM		Any
		4:30 PM	8:00 PM		
		4:30 PM	8:00 PM		
<b>Lighting Technician (Can be Managers)</b>					
Lighting Technician:	MIKE LEWIS	3:00 PM	9:00 PM	✓	JER, MEL, DJ, DL, MP, CK, JC, SAL, RJR, WJR
(Assistant, optional):	CHASE KEPNER	3:00 PM	9:00 PM	✓	
<b>Platform Supervisor/Conductor (Can be Managers)</b>					
Platform Supervisor:	JOHN RIMMASCH	3:00 PM	9:00 PM	✓	JER, MEL, DJ, DL, MP, CK, JC, SAL, RJR, WJR
(Conductor, optional):	CHASE KEPNER	3:00 PM	9:00 PM	✓	

## EVENT SCHEDULE

OCTOBER 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 DRESS REHEARSAL	5 EVENT NIGHT	6 EVENT NIGHT
7	8	9	10	11	12 EVENT NIGHT	13 EVENT NIGHT
14	15	16	17	18	19 EVENT NIGHT	20 EVENT NIGHT
21	22	23	24	25 POTENTIAL EVENT NIGHT	26 EVENT NIGHT	27 EVENT NIGHT
28	29	30	31			

## SIGN UP

If you are interested and can commit to any or all of the dates indicated, please fill out the attached sign-up form (if you are under 18, you must also have your parents' signature) and return them to us as soon as possible, no later than October 2, 2018. We would appreciate it if as many people as possible come to the dress rehearsal on October 4.

## CONTACT INFORMATION

Have any questions? Are you interested? Please contact me if you would like to participate, or if you have any questions I can answer.

### Cheyenne Steamers

c/o Wasatch Railroad Contractors  
422 Parsley Blvd.  
Cheyenne, WY 82007  
(307) 778-7458

[www.cheyennesteamers.org](http://www.cheyennesteamers.org)  
[info@cheyennesteamers.org](mailto:info@cheyennesteamers.org)

Sincerely,



John E. Rimmasch  
Cheyenne Steamers

(307) 778-7458  
[info@cheyennesteamers.org](mailto:info@cheyennesteamers.org)

**2018 HALLOWEEN SIGN-UP FORM**

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EMERGENCY CONTACT(S)**

We must have at least one (1) emergency contact on file. You are welcome to provide as many as you feel are necessary.

**Person to Contact:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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Phone Number(s): \_\_\_\_\_

**Person to Contact:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**COMMITMENT**

I am available to commit to the following evenings (check all that apply):

- October 5       October 6       October 12       October 13
- October 19       October 20       October 26       October 27
- I can be on-call for other nights not indicated as a substitute, or additional dates that may be added to the schedule if the demand requires it.

By signing below, you agree to follow all rules stated in this document.

\_\_\_\_\_  
Signature of Above-Named Participant

\_\_\_\_\_  
Date

If younger than 18, Signature of Parent or Legal Guardian acknowledging the rules and conditions for participation.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

## ACTIVITY WAIVER & RELEASE

This ACTIVITY WAIVER & RELEASE (this "Agreement") dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018 BETWEEN:  
\_\_\_\_\_ (the "Participant") AND  
Cheyenne Steamers located at 1530 W. Lincolnway, Cheyenne, WY 82001 (the "Activity Provider")

IN CONSIDERATION OF the covenant and agreements contained in this Agreement and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Agreement agree as follows:

### Consideration

1. In consideration of being permitted to participate in the activity described below, and to the fullest extent permitted by law, the Participant releases and forever discharges the Activity Provider, its owners, directors, officers, employees, agents, assigns, legal representatives, and successors from all manner of actions, causes of action, debts, accounts, bonds, contracts, claims, and demands for or by reason of any injury to person or property, including injury resulting in the permanent disability or death of the Participant, which has been or may be sustained as a consequence of the Participant's participation in the activity described below, and notwithstanding that such damage, loss, or injury may have been caused solely or partly by the negligence of the Activity Provider.
2. The Participant ("Releasor") understands that the Releasor would not be permitted to participate in the activity described below unless the Releasor signed this Agreement.

### Details of Activities

3. The Participant will be authorized to participate in any or all of the following activities listed here: Pose at stationary scenes as either an actor or a story teller for a Halloween-themed miniature live steam train ride, and moving between scenes to accomplish such; assist in setup and breakdown of Halloween-themed scenes, including lighting and props; manage and assist passengers embarking and disembarking the train; provide other operational support to facilitate the timely operation of the event, which may include riding as a passenger on the train for the purposes of monitoring safety.
4. This Agreement DOES NOT permit the Participant to operate, handle, or ride directly on any operating steam locomotive.

### Concurrent Release

5. The Participant acknowledges that this Agreement is given with the express intention of effecting the extinguishment of certain obligations owed to the Participant and with the intention of binding the Participant's spouse, heirs, legal guardians, executors, administrators, legal representatives, and assigns.

### Fitness to Participate

6. The Participant acknowledges that the Participant does not have any physical limitations, medical ailments, physical or mental disabilities that would limit or prevent the Participant from participating in the above mentioned activities. If required, the Participant will obtain a medical examination and clearance.

### Full and Final Settlement

7. The Participant hereby acknowledges and agrees that the Participant has carefully read this Agreement, that the Participant fully understands the same, and that the Participant is freely and voluntarily executing the same.
8. The Participant understands that by signing this Agreement, the Participant agrees to be forever prevented to the fullest extent permitted by law from suing or otherwise claiming against the Activity Provider for any property loss or personal injury that the Participant may sustain while participating in or preparing for the above noted activity.
9. The Participant has been given the opportunity and has been encouraged to seek independent legal advice prior to signing the Agreement.
10. This Agreement contains the entire agreement between parties to this Agreement and the terms of this Agreement are contractual and not a mere recital.

### Governing Law

11. This Agreement will be construed in accordance with and governed by the laws of the State of Wyoming.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Participant is under age 18 - Parent or Legal Guardian Signature

\_\_\_\_\_  
Date