

What's new for 2020 for Hosts!

Last fall a survey was conducted by your Guild Executive to determine what was of concern to you and what suggestions you had to improve the operations of the Guild. Well the Guild Executive listened, contemplated, and then moved forward with various initiatives to put your suggestions into direct action plans.

In Hosting, the enclosed chart is provided to show you all the major Host booking changes which are being implemented this year.

2019	2020
<p>Periods varied based on the number of performances available</p> <ul style="list-style-type: none"> <input type="checkbox"/> Some periods were longer than others so the sign up dates seemed random. <input type="checkbox"/> 12 periods in all 	<p>All Periods are 2 weeks in length</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign up will be every two weeks on Sunday at 1 PM <input type="checkbox"/> 18 periods this year <input type="checkbox"/> Three exceptions – first period as only one show is available, second is the end of the regular season and third is at the end of the Christmas season
<p>Lead time to sign up for a hosting opportunity was one month from beginning of period</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seemed to produce a lot of cancellations as plans change for our Hosts in that one month period 	<p>Shorter lead time to sign up for Hosting Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign up one week in advance for the two week period <input type="checkbox"/> Fewer declined shifts/cancellations expected
<p>Host Communique was sent the day hosting opportunities opened up.</p>	<p>Host Communique will be sent every two weeks on Sunday</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sent at 8 AM to remind Hosts to go to MVP at 1 PM to sign up
<p>Hosts selected as many Hosting opportunities or shifts they wanted to complete</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waited at least a week to hear if they were selected for the shift(s) <input type="checkbox"/> Assigned Hosts received email message from Host Captain if they were assigned to any shifts <input type="checkbox"/> Not assigned Hosts received "Sorry you were not assigned" message for any shifts requested but not assigned, also from Host Captain 	<p>Hosts who sign up for available shifts are assigned automatically</p> <ul style="list-style-type: none"> <input type="checkbox"/> No waiting to hear if you are selected – it's yours through self-selection <input type="checkbox"/> Assigned Hosts will receive a shift confirmation notice on their Personal MVP page with shift details provided <input type="checkbox"/> If an opportunity is full, you can add yourself to the backup list. You may be contacted to replace a Host who has had to withdraw from the Host Opportunity

<p>Hosts signed up for as many shifts as they could possibly do in each period hoping to be assigned to one or two.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hosts then had to hold those dates waiting to hear if they were assigned 	<p>Hosts are asked to directly book no more than two shifts per period</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a Host selects more than two shifts in a period, the period Host Captain will remove the Host from the additional shift(s)
<p>Couples or pairs working together had to log in twice to choose matching shifts and hope the Host Captain assigned them together</p>	<p>Couples or pairs working together can sign in as one unit for two shifts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Automatically assigned together <input type="checkbox"/> Contact MVP Chair to set up Pairs profile in advance
<p>New Host training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shaw Guild Orientation <input type="checkbox"/> AODA Training <input type="checkbox"/> MVP Training <input type="checkbox"/> Host and Greeter Kick off Session 	<p>New Host training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shaw Guild Orientation <input type="checkbox"/> AODA Training <input type="checkbox"/> New Host Orientation with Host Chair <input type="checkbox"/> MVP Training <input type="checkbox"/> Host and Greeter Kick off Session <input type="checkbox"/> Hosting Coach support for initial shifts
<p>Host Assignments could to be declined through MVP up until 48 hours in advance of the shift.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Within 48 hours of the shift the Host had to call the Host Captain 	<p>Host assignments can be declined through MVP only up to 72 hours (three days) in advance of a shift.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Within 72 hours you must contact the Host Captain by phone to decline a shift <input type="checkbox"/> Captain contact information is provided within the MVP opportunity description
<p>Host volunteer individual hours were completed by the Period Host Captain after the completion of a Host shift</p>	<p>MVP will automatically update a Host Volunteer's hours after the completion of the Host shift.</p>

In quick summary under this revised MVP sign up process all **Hosts will have an equal opportunity to self-select the Host shifts of their choosing** and receive an immediate confirmation of their assignment on their MVP Personal Profile page.

Volunteer hours will automatically be registered to the Host directly through MVP once the shift is completed.

Full details can be found in the fully updated 2020 Host Handbook which is posted on **shawguild.ca**

Check the [Member Zone – Resources](#) section for important **Host Information**.