**Bourbon Pouring**

**General Info:**

* Please arrive on site 20-30 minutes **before your shift start time** to get parked and checked in. Let the VFW know you are a volunteer and they will guide you where to park. There are golf carts running from parking to the gates to ride.
* Report to the Volunteer Check In located INSIDE the new HQ/Command Center, white 2-story house across from Manor House.
* Find your group’s clipboard and **SIGN IN**. Then cross the street & enter the **VOLUNTEER ENTRY GATE**, located to the left of the Manor House. This is also where **VOLUNTEER HOLDING** is located. Some of you will need to wait until your entire group arrives before reporting to your work-station. There will be volunteers to advise you if you need to wait, answer questions or help you find your location.
* This event is held outside, so dress for the weather. Dressing in layers, with comfortable footwear is suggested.
* Groups will receive a donation from this event, and therefore do not receive tickets or shirts. Shirts will be available for purchase on the volunteer tab on the website for $15 (deadline is Sept. 14). Individuals will receive volunteer shirts.
* Group volunteers **may not stay at the event after their shift.** If you would like to attend the event after your shift, you will need to purchase an event ticket. Contact Meredith if you are interested. Individuals that are volunteering for a ticket/gift card you may get these at the Volunteer Check In at the end of your shift. Both may not consume alcohol before/during your shift.
* At the end of your shift, please go **SIGN OUT** back at the Volunteer Check In. **You MUST SIGN OUT or your group will not get credit for your time.**
* We feed volunteers that work the day of the event at the Volunteer Food Tent, behind Command Center. There will be a variety of snacks, lunch meat, rolls, etc. For bacon fest, there is also bacon and the fixings to make a BLT wrap!
* Please review the website ([**www.smithfieldvabaconfest.com**](http://www.smithfieldvabaconfest.com)) **event details, site map and job descriptions** (on volunteer tab) prior to coming to work at the fest and have a general understanding of the rules & where everything is located.

**Assignment Info:**

**JUDY WINSLOW, TAMMY BURGETT & TERRY CASTONGUAY IS THE BOURBON TENT MANAGERS.**

* There are 8 Bourbon Tents, you will be divided up into crews and assigned to one of the Bourbon Pouring Stations. A couple stations have really expensive or hard to get (meaning we have a limited supply of). There may be special rules for these stations regarding pouring instructions so check with the manager. For example, pouring a double pour, or letting a guest get one pour and then “get another”.
* You need to get familiar with all the bourbons at your station, but you will be assigned just a couple to pour yourself. You also need to find out if you have any “very very special” bourbons at your station.
* Pours are ½ oz and the tasting glass has a mark on it so you know where to fill. There is another mark on the glass at 1.5 oz, but that is the BREW TASTING mark. The Bourbon one is the smaller of the two.
* Participants have a special wristband with 10-tabs on it. A tab is exchanged for a tasting. Other fest attendees have on a regular wristband and do not get bourbon tastings. Fest attendees cannot upgrade at the event.
* **\*\*NEW**\*\* Bourbon Information & Ice is available at a separate BOURBON INFO/ICE TENT if a customer wants ice in their glass. You need to pour the bourbon first (because of the marked line) and THEN they can go put ice in it. They also can pick up the bourbon list and pencils as well as ask questions at this tent.
* Some bourbons we only have a few bottles of (they are rare and are hard to get) so some may run out before others.
* Depending on what time it is, your bourbon manager may decide to NOT open another bottle of a certain type of bourbon, even if we have it in stock. The goal is to not have partial bottles remaining at the end of the event, and definitely not to have partial bottle of rare or high dollar bourbons.
* \*\*NEW\*\* the VIP ticket holders can get in the event at 10:00 am, and the Bourbon Tent/Bacon Tents open at 10:00 am. They get a jump on tastings before the Main Gate opens at 11:00.
* Soda & Water Mixers are being sold by the IWA Booster Club Water/Soda Booths in the Bourbon Village & the Brew Village. We do not sell bottles, glasses or shots of bourbon. It is a tasting event only.
* Empty Bourbon Bottles are returned to the boxes to make trash collection easier.
* Bourbon Tasting hours are 10:00 to 4:00.
* At 4:00 you will remain at your station and guard left-over bourbon and some of you will also assist in getting the Bourbon Tent cleared. We do have police assistance on clearing the tent.
* Once the tent is cleared, you will assist in packing up, cleaning up the station and some of you will help remove all left over bourbon to the secure area.
* ALL PARTIALLY USED BOURBON BOTTLES ARE NOT GIVEN OUT TO VOLUNTEERS AT THE EVENT. JUDY WILL TALK ABOUT THIS AT YOUR BRIEFING.
* **Review the Alcohol Serving Guide that is at your station.**

**BOURBON AND BREW TASTINGS END AT 4:00**

**Drink Ticket Sales end at 4:00. Beer Sales ends at 4:30.**