**Drink Ticket Booth Captains Overall/Money Handler**

**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:**

* The Overall Booth Captain is in charge of the overall operations of the Drink Tickets Sales, including Booth Ticket Sales & Wandering Ticket Sales.
* The Overall Booth Captain is responsible for contacting Meredith Marchant, Volunteer Manager or the Volunteer Tent if they need extra help.
* The Overall Booth Captain is responsible for setting up the booth/growlers on Friday, before the event. As well as cleaning up the booth and making sure the growlers get back to the Manor House.
* The Money Handler Captain is in charge of getting money from the sellers if their “drawer” gets too full.
* The Money Handler Captain is responsible for getting the money to the Manor House throughout the day.
* Both Captains are the point of contact for Drink Tickets.
* If you have issues including an over served guest, please let Tim Bennett, Beer Village Captain know promptly.
* Drink Ticket sales & tastings stop at 4:00, Beer Sales stops at 4:30. Event is over at 5:00 pm. Be sure to let guests know that their growler must be empty when they leave the event. Although signs notify fest attendees of this all beer pourers will need to start telling folks starting about 3:30 (over, and over and over).
* Please DO NOT REMOVE YOUR TABLECLOTH. The post event clean up crew will get the tablecloths.
* Please review the Drink Ticket Sellers/Wanders SOP also, so you understand what the workers at your booth do.