**Drink Ticket Sellers/Wandering Ticket Sellers**

**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:**

* You will be selling tickets for beer and taking cash ONLY. If guests want to use credit cards they will have to go to the drink ticket booth. KNOW WHERE THE ATM Machine is.
* Wandering Ticket Sellers can only accept cash and just report in/out to the Security at the Command Center. You do not get drink tickets from the booth. Wandering Sales follow their own set of cash handling procedures that they will receive when they arrive. Wandering Sellers help out the event by going to the fest attendees, especially the VIPS at tables/private areas. They also can help out when the drink ticket booth line gets long, by knocking out folks that have cash.
* It takes one ticket $5 for a single drink (includes a single beer)
* Actual Growlers can only be purchased at the drink ticket booth. HOWEVER you need to know that it takes (4) drink tickets to FILL a Growler. If they already have a growler they can buy the drink tickets from you and go directly to the brew tents to buy their growler beer.
* You need to ensure participants have on the correct wristband. Do not sell a ticket to anyone without the correct wristband. Samples of wristbands are on display at your booth.
* If you have issues, including an over served guest, please let the Drink Ticket Booth Capt. or Co-Capt. Or Tim Bennett, Beer Village Captain.
* Drink Ticket sales & tastings stop at 4:00, Beer Pouring 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). Do not sell any drink tickets after 4:00. Growlers also have a tag on them that states they must be empty upon exit.
* We do have extra replacement lids for growlers if someone misplaces theirs. There is no charge, but don’t advertise this, just know you have them if someone asks.