**Day of Logistics/Trash/Ice**

**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.

**Captains Assignment Info:**

* You will be responsible for making sure the trash is pulled a dumped as needed, making sure the rinse stations are refilled and ice being delivered to the chalets and provided to the VIP Hostess Station.
* Making sure all the trash cans are empty at the end of the event. Emptying the coolers/rinse stations and brought back to the Manor House.

**Logistics-Saturday Assignment Info:**

* You will report to Howard Marchant or Wesley Brown if you have any questions or concerns about your assignment.
* You job will be emptying trash, refilling rinse stations, delivering ice and other duties as assigned.
* We do have some work gloves on hand, but you may want to bring your own.

**Ice Delivery/Volunteer Assignment Info:**

* You will report to Christopher Marchant or Josh Richards if you have any questions or concerns about your assignment.
* Your job will be to deliver ice, with help from the logistics volunteers.
* You will also be responsible for delivering ice (20lb bags) and coolers to the wine booth and the VIP Hostess Station (10lb bags).
* As well as delivering water to the volunteer areas… bacon grilling, bacon serving, bacon condiments drink tickets, bourbon tastings, main gate, river stage, brewery stage, manor stage, etc.
* We do have some work gloves on hand, but you may want to bring your own.