Captains Merch/Info Tent – Wine Fest - Pre-Event Organization Shirts

General Info:

- Please arrive on site 20-30 minutes before your shift so you can get parked and checked in. We do not offer special parking for Volunteers, but let the VFW you are a volunteer and they will guide you. There are golf carts running from parking to the gates if you want to catch a ride.
- Report to the Volunteer Check-In, behind the Manor House, and **SIGN IN**. You may be ask to wait until your entire group arrives before you are escorted to your assigned area.
- This event is held outside, so dress for the weather. Dressing in layers, with comfortable footwear is suggested.
- Your group will receive a donation from this event, and therefore do not receive tickets/shirts. Also, **you may not stay at the event after your shift.** At the end of your shift, please go **SIGN OUT** back at the Volunteer Check In Tent. 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 in purchasing a ticket. You may not consume alcohol before/during your shift.
- We feed volunteers that work the day of the event at the Volunteer Food Tent, which is located behind the Manor House. There will be a variety of snacks, muffins, granola bars, lunch meat, rolls, chips, etc.
- **You MUST SIGN OUT or your group will not get credit for your time.**
- Please review the event website and site map prior to coming to work at the fest and have a general understanding of the rules & where everything is located. Check out all the tabs on the website. **www.smithfieldvawinebrewfest.com**
- **CLICK HERE for your specific job instructions!**

Assignment Info:

- When looking at the Manor House from the road, park in the field behind the barns on the right. Or park in the field to the left of the Manor House (between Manor House & John Graham's (house with the red roof). Do not drive onto the Manor House site and do not block or park in the "horse-shoe" drive area in front of the Manor House.
- Report to the Volunteer Check-In, inside the Manor House, and **SIGN IN**. Use the small side door on the right side of the Manor House (on the RIVER SIDE).
- This event is held inside large heated tents, but pending outside temperature and wind speeds, it can still be chilly inside the tents. Dressing in layers, with comfortable footwear is suggested.
- Pre/Post Event jobs can be inside the party tents, outside the event site or in the Manor House. Even in the Manor House working, it can be hot or cold and sometimes damp.

Assignment Info Pre-Event:

- This pre-event job is to sort, inventory and prepare the shirts for sale at the event. We should get them on the Wed/Thur before the event. There is some flexibility on the time but we do need both of the Captains to come at the same time. We will know closer to the event what exact time the shirts will be delivered, but it is usually that Wed or Thurs. For now we have it scheduled for Thurs afternoon, but we might be able to change it once we know when the shirts will be in.
- You may be asked to assist with pulling shirts for Individual Volunteers, SVAE Committee members and pre-sold shirts that were purchased on line by our fest attendees. If all is going well, these are already pulled before you arrive.

- Remaining shirts will be sold at the Merchandise/Info tent the day of the event and will need to be organized into zip-lock bags, labeled for easy determination of sizes, and then inventoried so the tent knows what it starts with.
- You also will need to check and verify the inventory of any other items that may be sold day of the event. Pending the event the merchandise can vary and include more than just shirts.
- Pending when this actually happens, we may be able to move all the inventory into the tent. The more we can do prior to the morning of the event makes things smoother the day of the event.

Post Event:

- On Sunday after the event, the Merch/Info Captains need to come back to the site and do a final inventory on all shirts, or other items sold. This can be done anytime on Sunday between the hours of Noon – 5:00 pm. Please communicate with Command on when you want to come.