**Beer Pouring – Managers & Pourers**

**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:**

* Beer tastings & pouring for sales of brew are poured by our volunteers. Some breweries may choose to help with the tasting pours, but due to liability, it mostly falls on the festival to do all pouring. You can serve attendees tastings in a stadium cup or tasting glass, just be sure it is the proper tasting size, about 1 ½ oz. Attendees will use their stadium cups they were given at the gate for purchased beer.
* You will be given instructions by the Beer Village Captains before starting your shift.
* Take drink tickets and pour beer to properly wristbanded fest attendees.
* All drink tickets are collected in the proper collection buckets and are turned in to the command center.
* Each tent has a total of 4 pourers plus a Beer Tent Manager for every 2 tents that will supervise the size of the beer tastings being poured and will provide support to you for folks who have been over served or that don't have the correct wristband. If there is a problem you should report it to the Brewery Manager, who will report it to the Beer Village Captains, if needed.
* At the end of the day, you will need to make sure all booth supplies are cleaned up and that table clothes are sprayed with spot cleaner. DO NOT REMOVE TABLECLOTHES!
* We will have a clean up crew with golf carts come and pick up all booth supplies.
* Once they have picked up supplies you may go check out at the volunteer tent.
* The rep from the Brewery Company will be talking about the brews, and selling their merchandise if they brought any. THEY MAY NOT SELL GROWLERS OR SHIRTS. They may or may not assist with tastings.
* Neither the Brew Rep or any volunteers may drink before or during their shifts. No beer is to be given away after 4:30, regardless if there is still beer in the keg.
* **Please review the Alcohol Serving Guide that is in your tent.**

Kevin Demars & Marcia George is the Beer Village Captains and will be supervising the entire Brew Village operation.

**DRINK TICKET SALES & TASTINGS end at 4:00.**

**Beer Sales ends at 4:30.**