**Brew Village Captain**

**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:**

* This person supervises the Beer Village and provides support to the individual Brew Managers in each Brewery Tent.
* The Brew Village Captain will meet with the Brew Managers and Brew Pourers before their shifts to give them an overview of what is expected.
* This also includes, but not limited to, working with Hoffman’s Brew Truck Drivers, Brewery Managers, and Brew Pourers. As well as checking on and assisting the Drink Ticket Booth to resolve problems, should they a rise.
* Each brewery 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 the beer pourer will report to the Brewery Manager, who will report it to the Beer Village Captain, who will report to Command Center, if needed.
* REVIEW THE SOP FOR BEER POURING/MANAGERS ALSO, SO YOU KNOW WHAT THEY ARE RESPONSIBLE FOR.

**Drink Ticket Sales & Tastings End at 4:00**

**Beer Sales Ends at 4:30**