**Checkpoints/Exit Shuttle Helpers**

**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:**

* ALL CHECKPOINTS:
	+ Please know how to give someone directions to the gates from your checkpoint. All Fest Attendees must enter thru the Main/VIP Gates. They can exit at your checkpoint and re-enter if they have on a wristband, but they HAVE TO GO THRU the gate to get in. DO NOT LET THEM RUN THRU THE EVENT TO GET TO THE GATE, EVEN IF YOU KNOW THEM.
	+ No alcoholic beverages can be brought into or out of our event. INCLUDING GROWLERS! They must be empty. No one should be taking out wine bottles either. All cups must be dumped at the gate. Folks can leave with water/sodas.
	+ We have various checkpoints and each serves slightly different purposes. Below is a description for each one. You also will be given the contact info for an SVAEvents rep that you can contact if you have questions. Some checkpoints will also receive a radio for communications.

**\*Horseshoe Driveway (covered by front gate volunteers)**

* The Horseshoe Driveway is located out front of the Manor House. There is a lot of traffic that flows through there, either by vehicles driving through or dropping off. Your job is to determine who is permitted and/or direct them in the direction they need to go.

**\*Station Bridge Check Point**

* You are positioned on the park side of the pedestrian bridge into the park from Smithfield Station. You will have a radio. Many of our fest attendees walk to the event from their neighborhood or are hotel guests at Smithfield Station. You are the first smiling face that will greet them! For this event, the trail at the park are closed around the Brew Village Restrooms (If looking at station down the trail to the right) to just to the right of the River Stage towards the kayak launch. Pedestrians are not allowed on the trails between these areas during the event. When the event is over, we try to stop alcohol leaving the event at other check points, but incase someone gets past us, you are the final check point. Guests are not permitted to pass this check point with any alcohol in their cups or growlers. They must pour them out before passing.

**\*Brew Stage**

* You are positioned behind the stage in the Brew Village. There are a lot of volunteers, bands and breweries coming and going, your job is to monitor/assist those folks, by giving directions, etc. When the event is over, we try to stop alcohol leaving the event starting at the check points. Guests are not permitted to pass this check point with any alcohol in their cups or growlers. They must pour them out before passing. You will have a table and chairs and a small 10 x 10 tent for your checkpoint booth. There is an overlap from the early shift to the late shift. The early shift will train the incoming worker during the overlap.  There is another check point down by the “Vineyard Corner” that can catch folks that slip by you or that have “two swallows” left in their cup.

**\*River Stage**

* Monitor access at the River Stage checkpoint.  All Fest Attendees must be directed to Main/VIP Gate. They cannot enter the event at this gate. Once they have wristbands, they can re-enter at this point.  No alcoholic beverages may be taken out of the fest grounds, so be sure all cups, growlers, etc. have been emptied before leaving event. Bands that will be playing on the River Stage may be coming up the trail from the kayak launch with their equipment.  Please provide assistance when you can to help load/unload band equipment. You will have a table and chairs and a small 10 x 10 tent for your checkpoint booth. There is an overlap from the early shift to the late shift. The early shift will train the incoming worker during the overlap.

**\*Vineyard Corner**

* You are positioned at the corner of the Vineyard. There are a lot of volunteers, bands and breweries coming and going, your job is to monitor/assist those folks, by giving directions, etc. You must also control parking behind the orange fencing - attendees are not permitted to park on the station side of the orange fencing. When the event is over, we try to stop alcohol leaving the event starting at the check points. Guests are not permitted to pass this check point with any alcohol in their cups or growlers. They must pour them out before passing. You will have a table and chairs and a small 10 x 10 tent for your checkpoint booth. There is an overlap from the early shift to the late shift. The early shift will train the incoming worker during the overlap.

\***Exit Monitors/Shuttle Helpers (at the front gate area)**

* The fest provides free shuttle rides via a fleet of vans to local hotels, restaurants, and subdivisions.  Roughly, Wrenn’s Mill to Founders Pointe.  Including: Gatling Pointe, Rescue/Battery Park, Wellington Estates, Moonefield/Red Pointe, Downtown, Cypress Creek – you get the general idea.
* You will report to Connie Chapman for specific instructions after you check in at the volunteer tent.  You will work out in front of the gates near the Will Call Booth.
* Your job will be to assist with exiting the event, reminding folks they can’t take the beer/wine out, either in cups or growlers and also to help organize the folks that need shuttle rides.  Terry will be around to help, along with some folks that run our gates.
* You may get done before 6:30, just depends on the crowd.  You also assist with ensuring vendors that return to inside the fest grounds to get their stuff, don’t do so until it is safe.  (Meaning that the crowd is mostly gone).