**Golf Carts Supervisors/Drivers**

**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:**

* You may not consume alcohol before/during your shift. Do not let someone else drive your cart. You MUST check your golf cart back in and they MUST check it back out. When you’re not doing your designated job, please wait at the Golf Cart Area so you can be called on easily.
* If you EVER LEAVE YOUR CART, take the key with you. We had a cart stolen after an events and a fest attendee jumped in it and took off. We did not find the cart until the next day and it was damaged.
* You are not permitted to “Joy Ride” around the site for no particular purpose. It wastes gas, wear/tear on cart or if electric wastes energy. Once the fest fills up, it is difficult to drive inside the event. When ever possible you will need to route yourself on the outside perimeter to get where you need to go.
* You may drive residents home that live on Old Jericho Road, or in Jericho Estates, but we do not go any further. You may go to the entrance of pedestrian bridge to Smithfield Station but NOT ON THE BRIDGE.

**Golf Cart Supervisor**

* Will be in charge of checking golf carts out & in with volunteers and making sure drivers are following the golf cart rules. You will also need to direct drivers to areas as needed.

**Golf Cart Descriptions**

* LIMO CARTS & 4-PASSENGER – Pre-event helps chalet owners get stuff to their chalet, or transports items from command out to site. By about 9:30, LIMO CARTS should NOT be going inside the site but focused on parking lot. If there are internal rides needed the 4-PASSENGERS will need to deploy to take care of those. Towards end of the event, will take folks back out to cars and then post-event once fest attendees are gone, will help transport items back to command.
* 4-PASSENGER ASSIGNED TO COMMAND: Parks at the Command Center, is on call to run errands for Command. During the exit process, you still need to remain at Command.
* UTIITY CARTS: are assigned to folks for specific reasons (trash, ice, logistics, entertainment). During the event they will be used first for internal needs.