**Merchandise/Info Tent Captains Day of Event**

**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 POSITION IS THE CAPTAIN OF THE TENT AND WILL WORK WITH THE CHRISTI CHATHAM TO SOLVE PROBLEMS or TO ASK COMMAND FOR ASSISTANCE.
* You also will work with Christi Chatham or other assigned SVAE Volunteer on money handling during the event. You will be instructed on these procedures when you check out the booth change fund and credit card swiping machines.
* You and your volunteers will need to remain on site and open until 6:30pm at that time you will pack up all merchandise items and be sure they are secured in the Storage Barn. We do have “heavy lifters” and golf carts, but usually have to wait until the site clears out before we can move inventory.
* PLEASE READ THE Merchandise/Info Tent Worker job descriptions to understand what your tent workers jobs are also.
* 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.
* You also will have info about Smithfield from our Tourism dept. and may be asked to recommend a restaurant or things to do in Smithfield. Remember our events have a lot of folks from out of town and we want them to COME BACK not only to our events, but also to Smithfield and spend their money! Mention all the great things about Smithfield and use your Southern Hospitality to charm them!
* You also may be asked to solve problems, if you do not know the answer, then radio your Christie Chatham or Command Center. We can solve almost anything and keep lots of resources at the Command Center to do so.