

ALL VOLUNTEERS – GENERAL INFO BACON & BOURBON FEST

EVENT INFO: Sat, Oct 2, 2021. 11am VIP GATE, 12pm MAIN GATE. Event over at 5pm.

CAN'T WORK YOUR SHIFT? Each one of you is a vital part of this festival, therefore, please, please, let me or your group leader know if you cannot make it as soon as you can. PLEASE TRY TO find someone to fill your spot if possible, but JEFF still needs to know to switch names, in order to help with making signing in and out easier, as well as keeping track of hours for your group.

SITE ADDRESS: 705 CEDAR STREET SMITHFIELD VA 23430 – (Windsor Castle Park)

DIRECTIONS: **COME TO THE SITE VIA CEDAR STREET******

- **If coming from South Church Street:** DO NOT EVER USE “Old Jericho Rd” off of South Church Street. **For local folks, that is the old brick tiny street between the historic green “GWALTNEY HOUSE” and the now “PINK HOUSE”.** Go one more block and turn on CEDAR STREET, stay straight thru (2) STOP SIGNS, and then continue on Cedar Street. It will curve around and bring you to Windsor Castle Park.
- **If coming from Rt.10/258 intersection,** turn on MAIN STREET. Then RIGHT TURN on UNDERWOOD, and then RIGHT TURN on CEDAR. It curves around until you get to the park.

PARKING:

- **DAY OF EVENT:** Once you get to KAYAK LANE/DAN SMITH DRIVE at the park, VFW will stop you. TELL THEM YOU ARE A VOLUNTEER, and they will direct you where to park in our special Volunteer Parking Area.
- **PRE OR POST EVENT DAY:** Turn into gravel across from our HQ office (Storage Barn side) and veer to the RIGHT and get on the grass. DO NOT PARK ON GRAVEL OR BLOCK GETTING INTO THE FIELD.

WHAT TO DO WHEN YOU ARRIVE:

- **Arrive 20-30 minutes before shift start time.** Park and walk or catch a golf cart ride to VOLUNTEER CHECK IN located inside the SVAE HQ's Office (white 2-story house across from Manor House).
****SPECIAL JROTC & VFW PARKING WORKERS, after parking in Volunteer Parking just report to the VFW parking tent, you sign in there. You do NOT HAVE TO SIGN IN in HQ's building.**
- **SIGN IN PROCEDURES:** Find your **GROUPS clipboard** and **SIGN IN.** INDIVIDUAL or SUPERSTAR VOLUNTEERS have their own special clipboards. **Sign in for the time your shift starts.** LET THEM KNOW IF YOU ARE WORKING ALL DAY OR JUST ONE SHIFT (neck tags are different). Get your vol wristband and neck tag and then head to VOL HOLDING/VOL GATE.
- **STOP AT VOLUNTEER HOLDING TENT:** Cross the street and walk on the left side of the Manor House to the back side and go right. Stop at VOL HOLD and tell them what your job is. For example, some jobs, like BEER POUR, BOURBON POUR, or LOGISTICS folks, will need to wait there for others working the shift to arrive and your AREA CAPT will come pick you all up at the same time. Others can go directly to their duty station. The nice people at holding can help you find your duty station if you don't know where it is.
- **VOLUNTEER ENTRY GATE:** After VOL HOLDING, you can enter thru the special VOL GATE. Sign in for actual time arrived and actual time released. If you are supposed to be here at 8:30 AM, but you don't arrive until 9:00 AM, don't sign in for 8:30 AM. Sign out when you finish. This may or may not be what your assigned time is, especially if you work the last shift of the day. Sometimes “clean up” doesn't take as long as we think, and your area Captain will release you.
- **SIGN OUT PROCEDURES:** When your shift is over OR your area leader releases you, return to VOL CHECK-IN and SIGN OUT for actual time you finished. SIGN OUT and turn in your neck tag but leave your wristband on BEFORE YOU GO EAT AT VOL FOOD TENT. Write neatly so we can read your name & times. **IF YOU DON'T SIGN OUT YOUR HOURS WILL NOT COUNT.**
- **VOLUNTEER WATER & FOOD POLICIES – OPENS at 11:30 AM:** We provide water bottles at your duty station or if you work something small or isolated like a CHECK POINT pick one up at VOL HOLDING. VOL FOOD is open from 11:30 am until 6:00 pm. Yes there is Bacon! After your shift is over, go SIGN OUT and turn in your neck tag, but keep your wristband on. Only volunteers working the DAY OF THE EVENT may eat. (**ALL DAY Volunteers:** Team Captains will coordinate when you take break to eat).
- **DRESS –** If you purchased a volunteer shirt, wear it or if your organization has shirts/hats wear those. It's an outdoor event so dress for it! Comfortable footwear is suggested. Please do not bring purses or other unnecessary items. Fest is not responsible for your items. IF WORKING IN FOOD SERVICE YOU MUST WEAR A HAT! Or you will have to wear a fest-provided hair net. Beards will need to wear a beard net.
- **THE FEST RESERVES THE RIGHT TO MOVE ANY VOLUNTEER TO A DIFFERENT AREA IF NEEDED!** Sometimes we over staff an area, or another area gets overly busy temporarily or volunteers just don't show up to work and we need to move someone from one area to another to solve a problem. Please be flexible and don't be upset if we move you.

VOLUNTEERS WORKING DURING THE EVENT MUST BE 21 & UP. VOLUNTEERS MAY NOT CONSUME ALCOHOL BEFORE OR DURING THEIR SHIFT. UNLESS YOU HAVE A TICKET, YOU MAY NOT STAY AT THE FESTIVAL AFTER YOUR SHIFT.
Please do not bring children or pets with you when you volunteer. We do not provide childcare nor have a safe place for them to hang out.

Please review the website for the event you are working for at SMITHFIELDVAEVENTS.COM and click on the FESTIVAL TAB for the event you are working. ALSO Check out the info on **THE VOLUNTEER PAGE**

THANK YOU FOR YOUR TIME. IT IS APPRECIATED!

**QUESTIONS: CONTACT your GROUP LEADER FIRST, OR SVAE'S Volunteer Coordinator,
Jeff Phelps AT Volunteer@SmithfieldVAEvents.com or 757-675-6893**