**Volunteer Check In/Volunteer in Waiting**

**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.

**Volunteer Check In Info:**

* After you sign in yourself, your job will be to assist checking in and signing out other volunteers that are reporting to their slots.
* Each organization will have a clipboard with their roster on it. Each volunteer MUST SIGN IN! You will also get them a volunteer wristband and a neck tag.
* Let them know they make get something to eat in the Volunteer Food Tent. Remind them that they MUST SIGN OUT when their shift is over. When the Volunteers shift is over, you will take back the neck tag and cut off their wristband.
* Group volunteers are NOT permitted back into the event unless they have a pre-bought ticket. Some Individual volunteers are volunteering in exchange for a ticket and may be permitted back into the event after their shift. These volunteers will be marked.
* Let the volunteers know that if they have suggestions or ideas on how we can improve the area they worked in they may put it in the back of the SOP Book in their area.
* At anytime during the event, if you hear of a problem or a need that should be addressed to fix a problem or a situation, please let the Check In Captain know so we can try to fix it. The Check in Captain will report to Meredith, Volunteer Manager if there is a problem their not sure about. We are prepared to solve just about anything that may arise, we just have to know about it.

**Volunteer in Waiting Info:**

* After you CHECK IN yourself, you will report to the Volunteer Holding area and wait to be assigned to a job.
* In the event that we have volunteers that don’t show up for their shift, or if an area gets “slammed” and needs some assistance, you may be asked to do just about anything to help out the event.
* You may also be asked to come help with a variety of tasks in the command center.
* At anytime during the event, if you hear of a problem or a need that should be addressed to fix a problem or a situation, please let the Volunteer Check In Captain know so we can try to fix it. We are prepared to solve just about anything that may arise, we just have to know about it.
* Please dress for the weather, and wear comfortable shoes.