**Wine Captains & Heavy Lifters - Wine Fest**

**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 – Captain/Co-Captain:**

* It is the duty of the Captain & Co-Captain to set-up the wine booth the day before the event as well as cleaning it up at the end of the event.
* You are responsible for getting wine from the Refrigerator Truck via the Heavy Lifters as needed.
* You are responsible for all of the worker assignments and making sure the workers are doing their job as assigned.
* The Captain/Co-Captain is responsible for contacting the Command Center if the Wine Booth needs anything or there is a problem.
* You also are responsible for the change fund/cash at your booth and will work with Security at Command and follow proper cash handling procedures.

**Assignment Info - Workers:**

* This job is assigned to our Wine Booth to help out the folks who sell wine at our event to fest attendees. There is an SVAE Committee member in your booth to supervise and provide support to the workers.
* You may need to help move wine boxes, ice and assist with break-down of empty boxes and trash removal.
* The Wine Booth accepts drink tickets, cash or credit cards for glasses of wine, bottles of wines.
* You may be asked to go assist at another area if the wine tent doesn’t need you.

**Assignments Heavy Lifters – Wine:**

* A couple of the folks assigned to this booth are for heavy lifting. They will help move boxes of wine both during the event and after the event. You may be asked to help in another area if your not busy.
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