

## **Event Preparation for All Rotarian Volunteers**

- Tour the layout, map in hand. Know the general locations of booth numbers so that you can help direct exhibitors.
  
- Familiarize yourself with the following:
  - Load-in entries into ballroom.
  - Parking/shuttle information/schedule
  - Dumpster location
  - Restroom & water fountain locations
  - ATM machine location
  
- Carry your cell phone in case of need to call 911.

## Check-in Teams

**Job Description:** Check-in all participants (artists and food vendors).

**Coverage Needed:** Fri – 1:30 - 8 pm  
Sat – 6 - 8:30 am

*1:30 pm on FRIDAY – 1<sup>st</sup> shift team attends training mtg & walkthrough with Jenny*

**Number of People:** 3-4 people at all times

- 1 person – Check off arrival on alpha list, and give correct handout.
- 2 - 3 people – Walkers – Show people to their location.

### **Supplies on Hand:**

- A-Z list of participants by LAST NAME of contact person (for check-off of arrival)
- A-Z list of participants by BUSINESS NAME (for back-up – if contact name not known)
- Extra name badges, lanyards, and Sharpies
- Maps and info sheets stapled together
- Binder with general info & FAQ's

### **Check-In Procedure:**

- Greet and welcome; ask last name of contact person.
- Mark off arrival on A-Z LAST NAME list. (Use business name list for back-up.)
- Handouts – Map with their location and info sheet
- Ask if they need help finding location. If so, get 'walker' team member to show them to their space.

## Operations Team

**Job Description:** Ensure smooth operation of set-up (including unloading), ongoing traffic flow needs, and take-down (including trash removal).

**Times Needed:** Fri – 1:30 – 8 pm  
Sat – 6 am – 6 pm  
Sun – 11 am – 6 pm (later if needed)

*1:30 pm on FRIDAY – 1<sup>st</sup> shift team attends training mtg & walkthrough with Jenny*

**Number of People:** 2 – 4 people at all times

### **What to Do:**

- ✓ Set-up – Provide/show load-in locations to the participants.
- ✓ Parking/Shuttle Service – Remind participants of Pavilion parking location and shuttle availability.
- ✓ Traffic watch – Be watchful and aware of parked cars esp. in circle area. Keep the traffic flowing.
- ✓ Monitor the golf cart parking area.
- ✓ Sat morn – Set up dining tables and chairs in circle drive area.
- ✓ Clean the dining tables throughout the fair hours.
- ✓ Empty the rolling trash cans as necessary, and reline with plastic bag (supply in bottom of canister). Take trash bags to dumpster in back of building.
- ✓ Continually circulate through the parking lot and the ballroom to ensure all is going well. Be a friendly presence available to help out/ answer questions as needed.
- ✓ Answer all event-related questions of the shoppers to the best of your ability. (ex. restroom & water fountain locations, ATM machine, route questions, areas to visit – craft bldg, ballroom, shuttle service, etc)
- ✓ Take-down time – 2 people needed in ballroom/lobby area; 2 people in parking lot. Ensure that all trash is removed. Kindly instruct the vendors that they must remove all of their own empty boxes, etc. These are not to be left in corners of the ballroom or anywhere on the parking lot. We do not have the means to accommodate all of their trash.
- ✓ Jot down comments/complaints/suggestions that you hear or encounter. Pass along to Jenny and/or bring to debrief.
- ✓ Call 911 in the event of ANY emergency (fire, health, etc.)
- ✓ Sunday – Extra vigilance and communication to all vendors that their trash should be completely removed from their spaces. Clean up any tape on curbs or sidewalks.

## Shuttle Team

**Job Description:** Provide continuous service to transport exhibitors and shoppers from Legacy Hills Pavilion to/from Craft Fair site.

**Times Needed:** Sat – 6 am – 6:00 pm (later as needed)  
Sun – 9 am – 5:00 pm (later as needed)

**Number of People:** 2 drivers

**Starting Locations:** 1 van in Legacy Hills Pavilion parking lot  
1 van in VCPL, handicapped parking area

**Routes:**

*Pavilion to VCPL –*

- From Pavilion, turn left onto Del Webb Blvd.
- Turn right onto Texas Drive.
- Turn left into VCPL at the far entrance nearest the tennis courts.
- Proceed to shuttle stop located in handicapped parking area.

*VCPL to Pavilion –*

- Exit VCPL by tennis courts.
- Turn right onto Texas Drive
- Turn left onto Del Webb Blvd.
- Turn right into Pavilion Parking Lot.

**What to Do:**

- ✓ Every 15 minutes or as vehicle fills, switch routes. (I.e. As one van moves from Pavilion to VCPL, other van should move from VCPL to Pavilion.
- ✓ Constantly coordinate efforts via radio communications. If no riders on either end, wait out the 15 minute time period(s) until someone needs transportation.
- ✓ When leaving your 'post,' alert the other driver so that he also drives to the other location. This will keep 1 van at (or headed towards) each location at all times.

**Recordkeeping:** Collect tickets from artists.

## Pavilion Tables

**Job Description:** Pick up and return tables and chairs from Pavilion storage to circle drive.

**Times Needed:** Fri – 12 – 1:30 pm  
Sun – 4 – 5 pm

**Number of People:** 2 – 3

### **What to do on FRIDAY:**

- Get key to Pavilion storage room from monitor.
- Go to Pavilion and load up 12 tables, 72 chairs.
- Drop them off on the grassy area to the left of Social Center main entrance.  
(lay flat – no need to unfold or set up at this time)
- Return key to monitor.
- Note: **Complete by 1:30 pm** to avoid congestion with arriving exhibitors.

### **What to do on SUNDAY:**

- At end of fair hours, take down tables and load up.
- Get key to Pavilion storage room from monitor.
- Return tables & chairs to Pavilion storage.
- Return key to monitor.

## Barricades/Cones/Signs

**Job Description:** Responsible for all aspects of barricades, cones, and signage.

**Note:** CA now has our own barricades. They are located in the kitchen near back door.

### **Timeline:**

<b>2 weeks prior to event</b>	Provide CA with event information, maps, signage and barricade locations.
<b>Friday, Nov.8, 6 am</b>	Block off main driveway with barricades.
<b>Friday, before 1 pm</b>	Post signage (with permits attached) around Sun City community.
<b>Friday, 2 pm</b>	Open main drive as needed for exhibitors.
<b>Friday, 9:15 pm</b>	Barricades back in place to block main drive.
<b>Saturday, 6 am</b>	Guards for barricades (3)
<b>Sunday, 4 pm</b>	Pick up all CA signs and return to storage shed. Pick up all barricades and cones.

## **Coffee & Food Team**

**Job Description: Assure that all supplies, coffee doughnuts, tacos and supplies are ordered, picked up and ready for sales to begin on Saturday morning November 9th at 7:00 am Saturday and 9:00am on Sunday until 11:30am both days**

**Make coffee, heat tacos, and transport them from the kitchen in the CA to the Rotary booth for sales as needed.**

**Serve coffee, tacos and doughnuts to exhibitors and customers.**

**Clean up any left-over's and dispose all trash.**