



presented by *Soaring Eagle*
CASINO & RESORT*

Sanity Pack

"YOUR GUIDE TO A SANE AND FUN EVENT"

Enclosed are guidelines, procedures and information that all beverage volunteers are required to know and follow.

If you have any questions please call:

Shannon Ferrante
Director of Food & Beverage Operations
shannonf@artsbeatseats.com
Cell: 734.552.7535

Arts, Beats & Eats Office: 248.541.7550
Fax: 248.541.7560

Daily Schedule

Friday, September 2nd – Monday September 5th

- 10am -Charity Lead arrives on-site **FOR BOOTHS NOT LOCATED ON WASHINGTON** to count inventory and set up booth
- 10:30am -First shift of volunteers arrive **FOR ALL BOOTHS**
- 11:00am -Festival opens
- Every 3-5 hours -Schedule a new shift of volunteers
- 11:00pm -Festival closes (9:30pm on Monday)
*(Art Area closes at 9pm Friday-Sunday and 5pm on Monday)
- 11:00pm-Midnight -Charity leads **ON WASHINGTON** completes closing inventory. Plan to be here until midnight every night.

Product List and Pricing

PEPSI PRODUCTS-6 TICKETS (served in bottle)

Aquafina
Pepsi
Diet Pepsi
Mountain Dew
Diet Dew
Wild Cherry Pepsi
Sierra Mist
Gatorade Fruit Punch
Gatorade Glacier Freeze
Brisk Lemonade
Lipton Iced Green Tea Citrus
Rockstar
Rockstar Recovery Lemonade
Rockstar Punched

BUDWEISER PRODUCTS-10 TICKETS (served in 16oz cup)

Bud (draft or can, cans must be poured into cups)
Bud Light (draft or can, cans must be poured into cups)
Shock Top-draft
Shock Top Lemon-draft
Amber Bock-draft
Shock Top Pumpkin-draft

Craft Beer Tent Only:

Shock Top Banana Wheat-draft
New Belgium Wheat-draft
New Belgium Tour-draft
RM October Fest-draft
BP Pumpkin-draft

BRIK Red-draft

LIQUOR PRODUCTS-12 TICKETS (served in 9oz cup)

Lemonrita & Strawbarita (from Bud served over ice 9oz glass)

New Amsterdam(vodka)

New Amsterdam (gin)

Bayou Spiced Rum (spiced rum)

Bayou Satsuma Rum (Orange rum)

E & J Gallo Apple Brandy

Familia Camarena (tequila)

Yellow Tail Sangria Red

Yellow Tail Sangria Blanco

booth selection of products will be varied*

WINE PRODUCTS 12 TICKETS (served in can or 7oz cup)

Barefoot White Refresh-can

Barefoot Red Refresh-can

Josh Cellars Chardonnay-cup

Josh Cellars Cabernet-cup

booth selection of products will be varied*

MIXERS

All Pepsi products

Taste of Florida Margarita Mix

Taste of Florida Bloody Mary Mix

Soda

Tonic

Cranberry Juice

Orange Juice

Procedures

Booth Managers

Each booth will have a Booth Manager who is a member of the Arts, Beats & Eats staff. They are there to aid you with ordering, inventory and effective sales techniques. They are the manager of the booth and any rules, regulations, or selling strategies they implement must be followed.

Inventory

Volunteer organizations are responsible for securing and counting booth inventory. An opening **OR** closing inventory will be counted every day with the Arts, Beats & Eats Booth Manager. You will be notified if there is a problem with your inventory. For accurate inventory be sure your employees place tickets in the correct bucket for the item purchased.

Please note: cups are inventoried for beer, liquor and wine sales. Do not give any cups away as they will reflect negatively on your inventory.

Tickets

Arts, Beats & Eats beverage booths may only accept 2016 Arts, Beats & Eats tickets. This year's tickets are **YELLOW**. Do not accept tickets from a prior year.

Tickets must be treated like cash. **Please keep them safe and dry at all times.** If the tickets are wet they will not allow for an accurate inventory this could reflect negatively on your percentage.

If your booth has more than one product ex: beer & soda, you will need to keep the soda tickets separate from the beer tickets. You will be provided ticket buckets to store tickets in.

Label every ticket bag. They should have a sticker on the outside and a paper label dropped on the inside. This ensures your organization is given credit for the tickets.

Tear tickets in half before disposing of them in the appropriate ticket buckets.

Tickets will be collected at close every night. Charity lead must remain with tickets until they are collected by ABE management.

Serving Alcohol

All patrons purchasing an alcoholic beverage must be carded. There is a two-drink limit per customer.

One TIPS trained volunteer must remain in the booth at all times. They are required to oversee the sale of liquor. Do not over serve patrons. It is the responsibility of the server to recognize an intoxicated customer. It is illegal and dangerous to serve liquor to an intoxicated patron. The liquor liability falls on Arts, Beats & Eats as well as the individual

serving the drink. It is your right to cut people off. If you need assistance feel free to call your booth manager, Shannon Ferrante or the nearest security guard.

Parking and Wristbands

Volunteers will be supplied parking passes at Royal Oak High School a shuttle will run from 9am-3am Friday- Sunday and 9am-1am on Monday to take people to and from the site.

Each organization will be provided with enough entrance wristbands to cover all of your volunteers. They will need these to enter site without paying.

Maintenance

Trash must be kept in the back portion of the booth away from the public. Maintain a neat, clean and orderly booth!

Emergencies

First aid and emergency personnel are on site during the hours that the Event is open to the public as well as during setup and tear down. If you have an emergency, call Shannon Ferrante 734.552.7535 and send someone to the Arts Beats & Eats Office for help.

Helpful Tips

PLAN AHEAD! In the evening it's harder to get fast deliveries because of crowds. Work with your booth manager to place orders before you run out; be sure to order everything at once. Do not lose sales because you ran out of something. Be prepared!

Have the staff to cover the crowds. Crowds will increase each day; Arts, Beats & Eats draws close to 500,000 people. Be prepared for everyday to be very busy without much down time.

Tell your staff to wear proper clothing. Have your staff wear layers so they will be comfortable in any weather, including rain. Always have a change of socks incase your feet get wet.

Supply plenty of fluids to keep hydrated. Bring a cooler with water and fruits; it will keep your crew healthy and happy. It is very easy to get dehydrated! In being sensitive to our sponsorship with Pepsi please only bring Pepsi products. Consumption of alcoholic beverages while working is prohibited.

Try to get as much rest as possible during the event. It is a long festival including setup and tear down. If you rotate shifts, this will allow everyone to get a little rest.

Address concerns and problems with Shannon! If you have problems, let Shannon Ferrante know immediately. Please remember that we are here to help.



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ENTRANCES



STAGES



FOOD/BEVERAGES



ARTISTS



SPONSORS



VENDORS



MEDIA BOOTHS



CARNIVAL



RESTROOMS



TICKETS



FIRST AID



ATMS



INFORMATION



ROSPAC
BEER
TENT

2016 ROSPAC Beer Tent Signup

Day	Date	Start	End	First	Last	Email	Phone	T-Shirt
Friday	9/2/16	11:00A	3:00P	Scott	Brown	sbrownjwt@yahoo.com	313 570-5703	2XL
				Mike	Plummer	mikelpummer@hotmail.com	248-798-4949	L
				Alyce	Howarth	alycehowarth@hotmail.com	248-577-6048	M
				Mike	Wielat	wheelgot@gmail.com	248-563-5126	XL
Friday	9/2/16	3:00P	7:00P	Jeff	Brinker	brinker@jbrinker.com	734-363-9179	XL
				Jeff	Colavecchia	reddnotred@gmail.com	248-866-6550	XL
				Michael	Dowding	michaeldowding@wowway.com	248 417-1868	2XL
				Carrie	Beerer	cbeerer@gmail.com	248-320-9874	XL
				Dave	Beerer	cbeerer@gmail.com	248-320-9875	
				Laura	Colavecchia	cbeerer@gmail.com	248-320-9876	
Friday	9/2/16	7:00P	11:00P	Scott	Brown	sbrownjwt@yahoo.com	313 570-5703	2XL
				Trish	Belanger	trishbelanger@ymail.com	248 565-7191	S
				Dionne	Arnold	trishbelanger@ymail.com	248 565-7191	
				Rebecca	Porritt	trishbelanger@ymail.com	248 565-7191	
				Susan	Schnurr	sschnurr@gmail.com	248 219-2030	S
				Allison	Gardella	aagardella@gmail.com	313-318-2865	M
				Elaine	Kelly	aagardella@gmail.com	313-318-2865	
				April	Ozdych	breeznby2@gmail.com	248-854-2398	L
Saturday	9/3/16	11:00A	3:00P	Scott	Brown	sbrownjwt@yahoo.com	313 570-5703	2XL
				Scott	Love	scottloveremax@gmail.com	586-381-8898	XL
				Bonnie	Bem	bonniebem@yahoo.com	248-635-7060	XL
				Dave	Bem	bonniebem@yahoo.com	248-635-7060	
Saturday	9/3/16	3:00P	7:00P	Marty	Cardamone	lmartyc@hotmail.com	248-506-7562	L
				Maryanne	VanHaitisma	mvanhait@dmc.org	586-419-0033	XL
				Sue	Showers	toys2educ8@me.com	248-420-0584	M
Saturday	9/3/16	7:00P	11:00P	Scott	Brown	sbrownjwt@yahoo.com	313 570-5703	2XL
				April	Ozdych	breeznby2@gmail.com	248-854-2398	L
				Vickie	Randel	randelv@yahoo.com	248-765-3015	S
				Zach	Randel	randelv@yahoo.com	248-765-3015	L
				Chris	Randel	randelv@yahoo.com	248-765-3015	XL
				Tim	Bennett	tallenbennett3@gmail.com	248-321-0976	L

2016 ROSPAC Beer Tent Signup

Day	Date	Start	End	First	Last	Email	Phone	T-Shirt
Sunday	9/4/16	11:00A	3:00P	Scott	Brown	sbrownjw@ yahoo.com	313 570-5703	2XL
				April	Ozdych	breeznby2@gmail.com	248-854-2398	L
				Kelly	Bekemeyer	kjbekemeyer@gmail.com	248-977-2836	L
				Judy	Major	judk1027@yahoo.com	248-225-3989	L
Sunday	9/4/16	3:00P	7:00P	Marty	Cardamone	lmartyc@hotmail.com	248-506-7562	L
				Katie	Sheridan	sherrytogg@gmail.com	248-544-3788	S
				Sherry	Toggweiler	sherrytogg@gmail.com	248-765-2491	S
				Jay	Anderson	sherrytogg@gmail.com	248-765-2491	M
				Deb	Anderson	sherrytogg@gmail.com	248-765-2491	S
				Maryanne	VanHaitisma	mvanhait@dmc.org	586-419-0033	XL
Sunday	9/4/16	7:00P	11:00P	Scott	Brown	sbrownjw@ yahoo.com	313 570-5703	2XL
				Patrice	Walsh	gardenmom64@yahoo.com	248-408-0213	XL
				Kevin	Walsh	gardenmom64@yahoo.com	248-408-0213	
				April	Ozdych	breeznby2@gmail.com	248-854-2398	L
				Shelley	Larson	ssoleim22@gmail.com	248-259-7397	L
				Jenny	Larson	ssoleim22@gmail.com	248-259-7397	M
				Marty	Cardamone	lmartyc@hotmail.com	248-506-7562	L
Monday	9/5/16	11:00A	4:00P	Jon	Liu	spikemarbles@wowway.com	248-577-0499	L
				Marty	Cardamone	lmartyc@hotmail.com	248-506-7562	L
				Clyde	Esbri	clydefromnance@yahoo.com	248-765-3020	L
Monday	9/5/16	4:00P	9:00P	Jon	Liu	spikemarbles@wowway.com	248-577-0499	L
				Jennifer	Bailey	jennyorun@aim.com	248-910-6811	L
				Sandra	Taylor	jennyorun@aim.com	248-910-6811	M