



## **ROSPAC ARTS BEATS AND EATS BEVERAGE TENT VOLUNTEER INSTRUCTIONS**

- Our beverage tent is located at 7<sup>th</sup> and Center Street, just to the west of the main stage, at the entrance to the Carnival area.
- We will be selling both Beer and Liquor.
- We have parking passes for the ROHS Lot. You can take the shuttle, which will drop you off at 11 Mile and Washington or 7<sup>th</sup> and Lafayette. The entire park, ride, drop-off, walk should take 45 minutes
- Try to arrive for your shift 15 minutes prior to the start so you can view procedures from the crew before you.

We have attached a map of the event, some of the forms that are being used, and event lineup and (most important) the AB&E Beverage Tent Guidelines and Procedures manual. Read through this. Here are some other items covered at the meeting not included in the manual.

- We should divide labor. Two or Three servers, two or three pouring beer and liquor, one or two people taking tickets, ripping them and putting them in the appropriate bucket. If there are extra people, they should clean up around the booth.
- Inventory is tracked by number of cups and number of tickets. If cups are destroyed or mispoured, keep the cup. Don't get tickets wet, it hurts the count.
- **DO NOT SERVE TO UNDERAGE OR INTOXICATED PATRONS.** If you are not sure, don't serve. There will be a TIPS trained person on staff to help you.
- We will bring something to keep items off the ground so they don't get wet.
- Cups are biodegradable and need to be kept dry and out of the sun.
- Wastewater goes in the white wastewater bucket in the back of the tent. Do not pour it on the ground as it will run into other tents and ruin their merchandise.
- **SAVE ICE BAGS** after they are empty. They count these for inventory. Ice is delivered three times each day ... beginning of the day prior to open, around 3PM and around 7PM

- There is a two drink maximum.
- We will have a tip jar for cash on the counter. You cannot accept tips in the form of AB&E Tickets.
- Keep the booth clean, all trash should go behind the booth in an orderly fashion.
- Keep up on inventory. It takes up to two hours for delivery so anticipate any shortages and call them in to your booth captain.
- We will write the name of the booth captain with their cell number along with that of Beverage Manager Shannon Ferrente on the tablecloth of the booth so you can contact them immediately in case of emergency.
- We will have a cooler of water at the booth. You can bring other non-alcoholic refreshments and food to store in there.
- We will also have a dry cooler to keep valuables while we work at the booth.
- Scott Brown and the opening shift manager need to be at the booth one hour prior to open (10AM) to conduct inventory and set up the booth. At close, Scott Brown and the closing shift manager will need to conduct inventory, clean the booth and wait for AB&E staff to pick up tickets and inventory sheets (12MID).
- Be nice, have fun. Tell people about our mission. Hand out our business cards so they can donate later.