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## **Volunteer Information**

**Date of Event: Saturday, March 16<sup>th</sup>, 2019**

We are grateful for your participation in the Suwanee Beer Fest! The Suwanee Beer Fest is dedicated to educating the public about beer. The primary goal of the SBF is to educate the consumer about the vast spectrum and quality of beers currently produced in the United States. The Suwanee Beer Festival could not exist without its volunteer support. THANK YOU!

## **Minimum Age Requirements**

All volunteers must be a minimum of 21 years of age before the event to volunteer. Photo ID will be checked during the check-in process so don't forget to grab it as you head out the door!

## **Name Tag/Clothing/Check-In**

Once you check in you will receive your nametag and wristband for entry. Also, please make sure to wear appropriate, but comfortable pants or shorts and shoes. Your tasting cup will be given to you by your volunteer manager after you have checked in at your tent.

There will be a volunteer check-in area located in front of City Hall, You **MUST** check in here to receive your wristband for entry. You will not be allowed into the event with out a wristband. There will be people tending this area from 10:30 am to 12 pm. Please arrive on time (by 11am) and ready to have fun!

## **Parking**

We recommend parking at the Suwanee Library – 361 Main St., Suwanee, GA 30024 and then walking through the pedestrian tunnel across Buford Hwy to the park

## **Responsibilities**

Most volunteers will be assigned to a specific table and will be pouring delicious beer during the event. You will be serving 3oz beer samples to patrons. PLEASE do not pour more than this amount. We want everyone to be safe and have a great time. A high level of professionalism is required, and knowledge of beer being served is always welcome. Other volunteers may be helping with ticketing, running ice, set-up, or breakdown. But, we are a team and appreciate your willingness to help out wherever and whenever needed throughout the duration of the event. Please be courteous and helpful to all participants and offer any assistance to those with special needs.

We always do our best to ensure each volunteer is performing the duties requested and with the members of their team name, however, if history has taught us anything it's that these events can be very unpredictable and sometimes we have to move things around quickly to accommodate each station. Please be helpful and understanding if your Volunteer Manager needs to change things up. Remember we have the event's best interest in mind so your willingness is greatly appreciated.

## Set up

Once you check-in and find your assigned section, please help your Volunteer Manager by doing the following:

1. If there are any tables that need to be unfolded and set up please do so.
2. There should be a list of beers for your tent located in your section. Please check to make sure the correct beers are in your tent and notify your Volunteer Manager if you notice something is missing.
3. Please make sure all proper equipment is there and ready to serve our guests. There will be a check list on the table in your section for you to review before the event opens.

Please take ownership and care of your station for the day. Your Volunteer Manager will be working hard to make sure you have everything you need to enjoy your experience at the fest and also ensure our guests have a wonderful experience. If at any time you feel something is not right, missing, in need of or not working properly, please notify them immediately. You should see many members of our staff walking around the perimeter checking on each station.

## On-Duty Rules

1. The wristband colors will vary. Do NOT Pour to anyone with White wristbands as they are the designated drivers. The VIP entry time will be 12pm-1pm. Do not pour to anyone other than VIP's before 1pm. General Admission begins at 1pm and goes until 5pm. Wristbands are given to brewery representatives and distributors, you may serve to them as well.
2. There should not be anyone in the park that does not have a wristband. If you see someone drinking who is not wearing a wristband, please let a Suwanee Beer Fest staff member or security personnel know immediately. Under no circumstances are you to pour to anyone WITHOUT a wristband.
3. If you serve to anyone under 21 or w/o a wristband you may be prosecuted. So be aware. We are checking ID's at the door, so anyone who has a wristband is 21 or older.
4. Pour to the 3oz. line- no more. It is a Georgia law for beer tastings.
5. Please do not drink any time during your shift. Tasting is not allowed during this time according to GA state law. The Suwanee Police Department and the City of Suwanee representatives will be monitoring each tent, so please be respectful of this law. Once you are at your assigned tent please do not use your tasting glass to sample beer while you are pouring. We will be providing small sampling cups for each volunteer to sample the beer at their tent so you are able to learn about the beer you will be serving and better assist our guests. Ratebeer.com and of course the brewery website are great resources, it is always helpful when you know about the beer you are pouring so when our guests ask about it, you will have a great answer.
6. Please do NOT dump ice on the grass. This kills the grass and the festival will have to pay for it. There will be designated ice dumping stations. Anything that is damaged will have to be replaced by the festival.
7. If there are unopened cases, please be sure they do not get wet or damaged as they can be returned to the distributor. Please do not open new cases after 4:30pm.
8. At 5pm, the announcer will note the end of pouring. You must stop pouring at this time.
9. Please fold up tables at your location as well, to help with the breakdown process. The tables should be taken to either the VIP tent or Social Lounge.
10. Once pouring is over, please remain at your booth and be sure any remaining beer is stacked and no one removes it from the premises.
11. Dump buckets should be emptied into the gravel or drains. Once emptied, take dump buckets, bins, bottle openers and all other supplies to the Merchandise Tent.

**Again, thank you so much for your participation and hard work to help make this event a success. It is our goal to provide an excellent environment for all in attendance and hope you enjoy the 2019 Suwanee Beer Fest as much as we will!**