

# Volunteer Information



Volunteers will be responsible for a variety of tasks pertaining to set-up, event operations and breakdown at the event. We are expecting more than 1000 guests, 30 wineries, breweries and spirits companies, and a number of restaurants. Volunteers should enjoy working in a fast-paced environment, and be ready to pitch in with any area as needed.

## Duties may include, but aren't limited to:

- **Set-up prior to event:** Setting up check-in areas, setting up and stocking exhibitor booths, checking-in exhibitors, posting signage, etc.
- **Event operations:** Guest registration, parking, security, assisting exhibitors with pouring/serving, directing guests, etc.
- **Post-Event Clean-Up:** Clearing the event of attendees, beverage vendor and restaurant personnel, clearing open bottles off the tables, taking down table signage and general clean up, etc.
- Be prepared to work your entire shift and handle any assignments that may come up prior to or after your shift.
- **Do not leave your assigned area** (except in event of emergency) until the next shift has arrived and has been trained. Your Volunteer Lead or the Volunteer Coordinator will dismiss you.

## Additional Information:

- **No one under 21 (including infants or children) is allowed into any of the event areas.**
- **Check-in:** Volunteers are required to check in with their Lead or the Volunteer Coordinator 15 minutes prior to the beginning of their shift and will receive a volunteer badge to wear during the event.
- **Complimentary Tickets:** All volunteers will receive 1 complimentary ticket to the Great Wine Festival. Volunteers working a shift during the Great Wine Festival may enter the Festival prior to your shift starting or once your shift has finished.

**NOTE:** If you are volunteering and attend prior to the start of your shift, it is your responsibility to show up for your shift on time and to be able to perform all duties assigned to your post. **Do not over consume.** Please note, that your complimentary ticket is a thank you for your time and is non-transferable to another person.

- Consumption of wine or any other alcoholic beverage during your shift is prohibited. Volunteers who consume alcohol during their shift and are unable to perform the duties of their job will be dismissed and disqualified from future volunteer opportunities.
- If you see someone who has over-consumed alcohol, or you have any safety issues, notify your Volunteer Lead immediately. If you are unable to locate your Lead, please notify another Lead, the Volunteer Coordinator, Event Producer, or Security. Please do not attempt to resolve the situation on your own.
- **Dress Guidelines:** Volunteers should wear breathable all black clothing with comfortable shoes due to extensive standing, movement and/or walking during the event. Hats are recommended as event is held outdoors.
- Please refrain from wearing cologne, perfume or aftershave. These scents interfere with guests' ability to smell wine during the tasting.
- Follow the instructions of your Volunteer Lead, and request assistance when needed.
- Most positions don't require heavy physical work, but you must be able to lift the equivalent of a case of wine (approximately 40 pounds) if you are called on to assist a winery at their booth.
- Must be able to stand on your feet for your entire shift.

- **Parking:** Parking instructions will be forwarded to you with confirmation of your shift assignment.
- **Injuries and Coverage:** Volunteers are covered for bodily injury sustained during the events under the event general liability insurance policy provisions and limits for medical payments. Volunteers, as defined by the California Labor Code, are not employees and thus are not required to be covered by workers compensation insurance.

If you have any questions, or would like more information, please email Iris Ma at [events@legal-aid.com](mailto:events@legal-aid.com).