

# 2010 San Diego Wine & Food Festival Volunteer Information

Volunteers will be responsible for a variety of tasks pertaining to set-up, event operations and breakdown of each event. We are expecting over 10,000 guests, 170 wineries and 70 restaurants through the duration of the festival, so volunteers should enjoy working in a fast-paced environment, be ready to pitch in with any area as needed, and be able to lift up to 40 pounds.

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

- Set-up prior to event – setting up and stocking vendor booths, checking-in exhibitors, preparing for silent/live auctions, etc.
  - Event operations – guest registration, silent/live auctions, security, assisting exhibitors with pouring/serving, directing guests, etc.
  - Event breakdown – clearing the event of attendees, winery and restaurant personnel, clearing open wine bottles off the tables, taking down winery signs and general clean up, etc.
- Be prepared to work for your entire shift and handle any errands 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 will dismiss you.
  - Follow the instructions of your Volunteer Lead.
  - 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 should see someone who has over consumed, or you have any safety issues, notify your Volunteer Lead. 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.
  - Request assistance from your Volunteer Lead when needed.
  - Please refrain from wearing cologne, perfume or after-shave. These scents interfere with guests' ability to smell wine during the tasting.
  - **No one under 21, including infants or children is allowed into any of the events where alcohol will be served.**

## Additional information:

- **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 name badge to wear during the event.
- **Complimentary Tickets:** All volunteers will receive 1 complimentary ticket to the Grand Event. Volunteers working a shift during the Grand Event may enter the Grand Event prior to your shift starting or once your shift has finished.  
**NOTE:** If you work the Grand Event and attend prior to the start of your shift, it is your responsibility to show up for your shift on time and able to perform all duties assigned to your post. Please do not over consume. Please note that your complimentary ticket is a thank you for your time and is non-transferable to another person.
- **Dress Guidelines:** Volunteers should wear comfortable shoes due to extensive standing and walking during event
  - The Reserve Tasting is an upscale event; further dress guidelines will be provided to these volunteers
  - Volunteers will be provided with aprons or t-shirts at all other events
- **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.

**Certain shifts require volunteers to attend a MANDATORY Volunteer Training held on Saturday, November 6, 2010. Further details regarding the training will be emailed.**