

## During the Event Volunteer Stations and Duties

### Registration:

Set up registration table, Get bank from banker (Joanne Sulmonte)

Collect prepaid tickets and cut the tickets in half returning the wine glass half to the patron

Explain the need to keep the ticket for the tasting.

Dispense Venue Programs – offer masks for sale from the Mystery wine table.

End of Event: box up papers

A Committee Chair will verify monies and deliver to banker (Joanne Sulmonte).

1. Melva Wilzbach
2. Ginny Neff
3. Bonnie Gunnoe

### Concierges:

Welcome & direct the guests to the flow of the event; valet to registration to (glasses, plates setup) answer questions. Hand out Champagne greeting at the Ice sculpture

As the initial crunch slows down offer relief to people at standing or other stations

1. Tina Bush
2. Marilyn Kinney
3. Soy Williams

### Mystery Wines:

Set up of Mystery wine table and bottles. Have signage designating the wines for cork purchases and costs, Sell Corks for Mystery Wine raffle.

Dispense wines to the appropriate winners only as the quests leave

Take down and clean up of their areas. Collect left over wine & return to Co-chairs for storage for next event, etc.

Settle monies with a Committee Chairperson for verification who will take it to the banker (Joanne Sulmonte) as soon as all the wine corks are sold or by 4:30

1. Mo Steinman
2. Paulette Crippen
3. Sharon Webster
4. Jeannie Glenn

### Dessert Tables:

Set up and display by Cupcake Express & CW Fudge Factory

Answer questions about the desserts and present any information and vendor info upon request.

Take down the set and clean the area, disposing of any trash in bins provided.

### Event Art Table:

Set up art on easel and table for conducting sales and displaying products

Collect monies for raffle tickets for the artwork and closed bid envelopes for the \$1500.00 basket

Closed bid envelopes for the big basket will be gathered and opened by a Committee Chairperson at 6:00pm. Winner will be announced at event end.

Settle monies with a Committee Chairperson for verification who will then take it to the banker at the end of the event (Joanne Sulmonte)

Take down and clean up area. Return supplies to person donating set up.

1. Sandy Peculis - Chair

**Specialty Wine Glass Sales:**

Set up table and items for sale, a sampling of white wines (in cooler with ice) and bottles of the reds being offered this year. All the tools necessary for sales and pouring wine, e.g. wine bottle opener, napkins, bank. Conduct sales of painted glasses and offer a full pour (usually 4 oz.) of one of the wines of their choice, (one wine pour per glass purchase). If they want a refill on their glass purchase it is another \$10.00.

Settle monies with a Committee Chairperson for verification who will then take all monies to the banker (Joanne Sulmonte) at end of event

Clean up area and pack up any glasses and wine left over for storage by Co-Chairs.

1. Dee Hanks
2. Barb Riordan
3. Jim Young

**Silent Auction Station:**

Set up tables and items for auction on tables and appropriate displays, place item markers and bidding tags on station and central box for bidding. Explain bidding process with written instructions on the table and verbally as needed. Collect bid box and bids at 6:30 PM. Chairperson will then take all slips to the front registration table for review and verification. Once sorted and winners are determined, one list of all winners will be prepared and presented to the Chairperson for review and to be announced. A copy of the list will be made available to the Treasurer and a third copy will be placed by silent auction tables. All winners will be referred to the Banker for payment and a receipt to take the baskets home, if they are present after 6:30PM. Those not present will be notified within 24-48 hrs. and arrangements made for payment and pickup. Clean station and take down tables for return to central location for transport.

1. Sherry Grant
2. Dee Dee Shackleton
3. Donna Hembree

**Appetizer Stations: Publix will have their own set up & servers**

Set up and add donated appetizers to tables designated in plan. Keep tables refurbished and neat

Make sure there are plates and napkins on the tables throughout the event.

Make sure trash containers and recycle containers are convenient and visible and not too full.

Take down tables and dispense food left over, store plates and napkins for use in next event with co chairs

Make sure trash is properly removed to the Alden Pines Bin and trash containers returned from source, relish trays etc. returned to Tina Bush.

1. Tina Bush
2. Barbara Jameson

**Food Servers :**

Arrive by 2:30 PM to help set up the food dispensing areas . Warming bins, crock pots, serving tools, napkins, eating utensils and plates.

As patrons arrive set out the warm foods (about 4:30 to 5:00PM making sure to keep covered when no one is at the station requesting food.

Since this is a public event, food handlers and servers must wear gloves. Aprons will be provided. These are provided for your use.

When we run out of food, turn off the sterno and remove the pans, clean up that area and set aside tools for clean up later. Make sure crock pots are all turned off and owners pick them up after the event.

Take all trash to the Alden Pines Trash bin.

1. Bonnie Eskra
2. Darlene Widirstky
3. Billie Young
4. additional helpers as assigned

**Banker:**

**Bring appropriate banks for the sales stations (registration, mystery wine, painted glasses, art raffles)  
Process any credit card purchases. Settle monies with all stations separately and report totals to Co-Chairs  
at event's end. Take monies to the bank for deposit as soon as possible.**

1. Joanne Sulmonte
2. Tina Bush (or designated committee member day of event chosen by co-chairs)

**Roving Relief People:**

**Help anyone who needs a break from their station for a few minutes in any area  
Keep the areas neat and remove trash, dump water buckets for wine servers, refill soda & water cooler as  
needed**

1. Barbara Jameson
2. Jim Young

**Wine Servers:**

**Set up wine station and tools, (cooler with ice for white wines, clean ice for glasses as desired,  
Wine, opener, plastic cups, water, cloth napkins, bucket for rinsing) Dress in black dress shirts (or white if do  
not have black) and black pants.**

**Meet with Bill Jameson for info on your wine. You should taste your wine you will be pouring.**

**Pour 2 oz servings of wine for each ticket presented. Patrons will present a half ticket with red & white wine  
glasses you will mark off the appropriate glasses you serve on their ticket with a magic marker provided.**

**Offer water and rinse of glasses after each tasting to guests. Ice will be available for those requesting it.**

**Answer patrons questions about the tasting notes provided or refer them to DFV ([www.dfvwines.com](http://www.dfvwines.com)).**

1. Ross Stornello
2. Bill Jameson
3. Martin Yaffey
4. Wayne Reed
5. Carl Jervis
6. Jay Johnson
7. Jim Young