



BEVERAGE STAND NON-PROFIT/SERVICE GROUP REMINDERS & PROCEDURES

Thank you for being an important part of Parker Days Festival 2023, June 8-11, 2023, with the carnival-only opening Thursday, June 8th, and the full festival opening Friday at 4pm. We are thrilled to be celebrating our 47th year and look forward to working with your group!

Our goal is always to make this an enjoyable and positive experience for our volunteer groups and the public to whom we serve beverages. We're celebrating summer in Parker, CO, and it should be a fun experience for all!

With that being said, we, as Festival Managers, take our job seriously and want everyone involved to know what to expect. Your organization has been assigned to a specific beverage stand and day, and volunteers have committed to specific times during the day. In most cases all the beverage volunteers will be from the same organization. However, if there are holes in the schedule that were not able to be filled by your group, we will be supplementing with volunteers from the Parker Community.

PARKING- here are some places to try

Pine Curve Grassy area (at the Corner of East Mainstreet and Pine Drive, east of the library)

Parker Town Hall (20120 Mainstreet, Parker, CO 80138)

PACE Center (20000 Pikes Peak Avenue, Parker, CO 80138)

If you get a ride, there's a close Drop Off and Pick Up location is at Mainstreet and S. Pine Dr. on the east side of the festival. We have "No Parking" signs there for this purpose

BEVERAGE STAND MANAGERS

Each Beverage Stand has a Stand Manager who is hired by Parker Days to manage the operations in the stand – explain expectations to Service Group volunteers about how the stand will operate, monitor the inventory, and maintain high efficiency in sales and quality control. Festival Management will oversee all the Beverage Stands and the Stand Managers.

WHERE TO GO WHEN YOU ARRIVE

Arrive at Parker Days and head directly to your assigned Beer/Beverage Stand.

Stand Locations – Look for the **Yellow Boxes** on the accompanying a **Beverage Stand Map**, (which shows the location of all festival beverage stands) and report directly to your Beer/Beverage Stand (Beer 1 Beer 2 Beer 3 Beer 4 Beer 5), where you will sign in with your Stand Manager. Be sure to sign in with your Stand Manager when you arrive and sign out when you leave, so that your group gets credit for your time.

FESTIVAL T-SHIRTS

Your Stand Manager will have a festival t-shirt for you if one has been requested on your behalf. Many groups are wearing their organization's t-shirts to raise awareness of their group.

VOLUNTEER'S AGE REQUIREMENT

All volunteers working in beverage tents selling alcohol must be 18 years of age and older.

BEVERAGE STAND PROCEDURES

The purpose of Beverage Stands is to sell beverages to the public.

The Volunteers in each stand will receive direction from the Stand Manager to:

- set up the stand before the Beverage Stand opens,
- assist in the Stand Manager's morning inventory,
- prepare beverages for sale to the public,
- sell beverages to the public,
- assist in closing the stand each evening,
- assist in the Stand Manager's evening inventory, and
- aid the Stand Manager in managing additional duties as necessary in the stand.

Beverage Stand Sales Transactions:

All beverage transactions will be with 2023 Parker Days Festival Tickets, which are bright yellow this year. No Cash or Credit Cards are accepted to purchase alcohol, only 2023 Parker Days Festival Tickets. Your Stand Manager will have an example of the only tickets you may accept. Do not accept previous years' tickets. Those assigned to take orders and collect tickets, verify the correct amount has been received, tear the tickets in half and place them in the BLUE plastic trash bags that will be taped to the counter for this purpose. Only teared tickets, and nothing else, is to be placed into the BLUE plastic trash bags.

Purchasers of Alcohol Must be Wearing a 21+ Alcohol Wristband

21+ Alcohol Wristbands will be issued at Festival Ticket Stands to persons who have had their ID's checked and age verified at the Festival Ticket Stands. Your Stand Manager will have a sample of this year's 21+ Alcohol ID so that you know what it looks like. Volunteers at the beer stand front counters will not be checking ID's, but you WILL be verifying alcohol buyers are wearing the 21+Alcohol wristband, which indicates their ID has already been checked and age verified.

Do Not Give Away Beverages!

Volunteers are not permitted to give away any drinks or products sold at the booths. Not only is it against Town regulations, but you seriously risk your group not being invited back next year.

Do Not Drink Alcohol in the Beverage Booth

This should go without saying. Not only is it unprofessional, but you seriously risk your group not being invited back next year.

TIP JARS

Each beverage booth has been provided 2-4 tip jars (depending on the size of the booth) by the Parker Chamber Foundation. The Parker Area Chamber of Commerce Foundation will be responsible for all beverage booth tip jars, emptying them during the day and securing them each night. Total tips collected throughout the festival weekend will be combined and distributed to the participating beverage service groups, on a pro-rated basis, according to the total volunteer hours provided to the festival. This will be calculated and added to your donation check, which will be mailed to your organization within 10 days following the close of the festival. Festival tickets that are placed in the tip jars will be counted as cash for this purpose.

KEEP HANDS CLEAN

Hand Sanitizer will be available in your Beverage Booth. Please use it often and let your Stand Manager know if it's running low.

WATER AND SNACKS

- There is access to drinking water at each beverage stand. Service Group volunteers are also permitted to bring their own water into the booth.
- Service Group volunteers are welcome to bring snacks into Parker Days.

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS PROHIBITED

- Drinking of alcoholic beverages or use of other drugs before or during your shift is NOT PERMITTED, including on breaks.
- Smoking or use of tobacco products is NOT PERMITTED in the beverage booths.

PLEASE PLAN HEAD AND ARRIVE ON TIME

Allow plenty of time to park, and walk. It is vitally important that all volunteers arrive to their Beverage Stand on-time and ready to begin working!

- Volunteers with opening shifts are scheduled to arrive before the Festival opens to assist in the set-up of the stand. The Stand Manager will direct volunteers in the set-up procedure and may request assistance in completing an opening inventory.
- Volunteers with closing shifts may be asked to stay for a period of time after the Festival is closed to assist the stand manager in closing inventory and in ensuring equipment and supplies are secured for the evening. If you can stay, we will make sure your group gets credit for your time. If you cannot stay, no worries.

CLOTHING

- Wear closed-toed shoes.
- We encourage you to wear your group's t-shirt, if you have one; alternatively, we have festival volunteer t-shirts available.
- If you have requested a festival t-shirt, or one has been requested on your behalf, it will be waiting in your assigned beverage booth with your name on it.
- Be aware of the weather forecast and dress appropriately. Bring a jacket or sweatshirt if it's going to be cool when you are at the festival.

INVENTORY

- The Stand Manager will organize the procedure of opening and closing inventory. The Service Group volunteers will assist the Stand Manager in inventory before the festival opens and at closing time.
- The inventory of cups and/or bottled product is measured against the tickets collected for each booth.

CELL PHONE AND TEXT USE

Please limit cell phone use while working at the Festival.

BREAKS

Volunteers with shifts over 4 hours are entitled to a break. Volunteers with shifts over 8 hours will be given a longer break with time to eat a meal. The Stand Manager will ensure that each volunteer is able to take the appropriate break at the appropriate time.

Donation to your Group

The Parker Area Chamber of Commerce Foundation will mail a donation check to your group within 10 days following the festival. The donation amount your group will receive is based on the total number of hours individual members of your group provide to the festival; plus a pro-rated share of the tips collected from all of the tip jars on the festival site combined. (Parker Days will provide the tip jars and collect the contents of the tip jars during each day).

Please be kind to yourselves and others you encounter at the festival. It's important that every volunteer understands that when they work with the Festival they represent both their Service Group and the Festival. Festivalgoers remember good service and positive attitudes from year to year, and we hope everyone has a great experience.

If you have any questions regarding the information contained in this document or the fundraising program in general, please contact Peg Menos at (303) 501-7868 or at Peg@EventsbyEMG.com.

THANK YOU - We appreciate you and look forward to working with your group!