

Taste of Punta Gorda, March 1, 2020

Volunteer Application Form

Name: \_\_\_\_\_ T-shirt size: \_\_\_\_\_

Organization/School: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Areas of Interest (Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice):

**Pre-Event Set-up, Friday, February 28<sup>th</sup>, 2020**

Mark off rented tent spaces, and begin park set-up

\_\_\_\_\_ **6 Needed** 9:30 a.m to finish

**Pre-Event Set-Up, Saturday, February 29<sup>th</sup>, 2020**

Place directional signs, hang banners, mark off vendor spaces, fence off park and Harbor Walk, finish park set-up etc.

\_\_\_\_\_ **10 Needed** 9:30 a.m. until finish

**Use as Needed**

Be available for each shift to fill unexpected needs:

\_\_\_\_\_ **2 Needed** 11:00 a.m to 2:00 p.m.

\_\_\_\_\_ **2 Needed** 2:00 p.m. to close

**Security and Trash Patrol**

Monitor perimeters of park, tape, line and place trash receptacles, empty trash throughout the day, replenish restroom supplies, empty trash at end of event, ensure park is clean

\_\_\_\_\_ **3 Needed** 9:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **6 Needed** 2:00 p.m. through clean-up

**Vendor and Site Management**

Direct vendors and restaurants to spaces, distribute wrist bands to vendors, attend to vendor needs.

\_\_\_\_\_ **8 Needed** 7:30 a.m. to 12:00

**Traffic Monitors (Adults Only)**

Monitor traffic at the two entrances to park and manage the traffic allowed to enter at the Northwest end of the park

\_\_\_\_\_ **3 Needed** 7:30 a.m. to 12:30 p.m

\_\_\_\_\_ **3 Needed** 12:30 p.m. to close

**Restaurant Management**

Attend to needs of restaurant, replenishing supplies, site guidance, etc.

\_\_\_\_\_ **2 Needed** 9:00 a.m. to 1:00 p.m.

\_\_\_\_\_ **2 Needed** 1:00 p.m. to close

**Beverage Management**

Attend to needs of beer trucks including ice, attend to ice purchase and delivery to vendors, supply of water and soda to hydration stations and Interact

\_\_\_\_\_ **2 Needed** 9:00 a.m. to 1:00 p.m.

\_\_\_\_\_ **2 Needed** 1:00 p.m. to close

**Volunteer Check-In and Coordination**

Make sure positions are covered, distribute T-shirts, direct volunteers to their positions, and handle any issues arising

\_\_\_\_\_ **2 Needed** 7:30 a.m. to 11:30 a.m.

\_\_\_\_\_ **2 Needed** 11:30 a.m. to 1:30 p.m.

**Beverage Tickets Tent #1**

Sell beverage tickets

\_\_\_\_\_ **4 Needed** 11:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **4 Needed** 2:00 p.m. to 5:00 p.m.

**Beverage Tickets Tent #2**

Sell beverage tickets

\_\_\_\_\_ **4 Needed** 11:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **4 Needed** 2:00 p.m. to 5:00 p.m.

**Admissions**

Collect admission donations, distribute wrist bands, manage Rotary Angel and Event Brite admissions.

\_\_\_\_\_ **12 Needed** 11:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **8 Needed** 2:00 p.m. to 4:30 p.m.

**Cash Runners**

Collect admission and ticket monies and for counting and safe keeping

\_\_\_\_\_ **2 Needed** 11:00 a.m. to 5:00 p.m.

**Beer Truck #1**

Collect tickets and serve beverages

\_\_\_\_\_ **4 Needed** 11:00 am. to 2:00 p.m.

\_\_\_\_\_ **4 Needed** 2:00 p.m. to 5:00 p.m.

**Beer Truck #2**

Collect tickets and serve beverages

\_\_\_\_\_ **3 Needed** 11:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **3 N Needed** 2:00 p.m. to 5:00 p.m.

**Interact Soft Drink Station (Blaine and Foley)**

Sell soda and water on behalf of Interact

\_\_\_\_\_ **2 Needed** 11:00 a.m. to 2:00 p.m.

\_\_\_\_\_ **2 Needed** 2:00 p.m. to 5:00 p.m.

**Silent Auction Tent**

Manage and administer silent auction

\_\_\_\_\_ **3 Needed** 10:00 a.m. to 12:30 p.m.

\_\_\_\_\_ **4 Needed** 12:30 p.m. to 3:00 p.m.

**Rotary Village**

\_\_\_\_\_ **1 Needed** 11:00 a.m to 1:30 p.m.

\_\_\_\_\_ **1 Needed** 1:30 p.m. to 5:00 p.m.

**Kids Zone/Bouncy House (Vendor)**

*Help Vendor manage kids entering and leaving Bouncy House*

\_\_\_\_\_ **4 Needed** 11:00 a.m. to 1:30 p.m.

\_\_\_\_\_ **4 Needed** 1:30 p.m. to 5:00 p.m.

**Stage/Hospitality Management**

*Assist stage manager as needed , staff and service Rotary Angel Tent*

\_\_\_\_\_ **3 Needed** 11:00 a.m. to 1:30 p.m.

\_\_\_\_\_ **3 Needed** 1:30 p.m. to 5:00 p.m.

**Clean Up Crew**

*Physical job, taking down banners, emptying trash, leaving park as we found it, removing directional signs, rebar, stakes, etc.*

\_\_\_\_\_ **15 Needed** 5:00p.m. to finish

**Please return this form, completed, to:**

Donna Calderon, Volunteer Coordinator

By mail to: 523 Matares Dr., Punta Gorda, FL 33950

By email to: DonnaCalderon@ME.com

Or drop the completed form off at the check-in table at our regular Rotary Club meeting

All effort will be made to schedule you for your first or second choice, and you will be notified with your assignment and instructions as soon as the scheduling is complete.

Please let me know if you are a student volunteer and need your volunteer hours documented.