

# **PLATE BY PLATE: PROJECT BY PROJECT'S ANNUAL TASTING BENEFIT**

## **VOLUNTEER GUIDELINES**

**October 1, 2010 from 7:00 p.m. to 11:00 p.m.**

**at Metropolitan Pavilion (125 West 18th Street between 6<sup>th</sup> & 7<sup>th</sup> Avenue)**

**New York, New York**

Thank you for giving your time to Project by Project (PbP)! As a 100% volunteer-based organization, we are committed to making your time with us a rewarding experience. Volunteers are the heart of the organization and without your efforts, we would not be celebrating 10+ years of philanthropy. We hope that your experience with PbP will be a positive one.

PbP's Annual Tasting Benefit is our primary fundraising event of the year, garnering the most attention and largest attendance. Please keep in mind that you will be regarded as a representative of Project by Project throughout the event. All PbP volunteers should apply common sense and behave in a professional and courteous manner. Although this is not an exhaustive review, we would like to provide a few guidelines for all of our volunteers:

1. Volunteers adhere to a nonalcoholic drinking policy. At no time are volunteers allowed to consume alcohol during a volunteer shift. If you are found to have consumed any alcohol at any point during your shift, your shift will be deemed to have ended. Alcohol is served at the event and as such, volunteers must be at least 21 years old with proper ID.
2. Volunteers must check-in as a volunteer upon arrival at the venue and check-out upon departure of the venue.
3. Volunteers are expected to work throughout their volunteer shift with breaks as determined by the Director of Volunteer Relations and/or the Steering Committee member in charge of your designated area. Volunteers are invited to enjoy the event during their breaks, although they must remain vigilant of their responsibilities. Volunteers who fail to report back to their positions in a timely fashion or are unable perform their responsibilities will be asked to leave and/or subject to the full ticket price.
4. All volunteers are expected to assist the set-up team or clean-up team unless special arrangements are made prior to the event and approved by the Director of Events or the Director of Volunteer Relations.
5. In our pursuit to make this a professional and high quality event, all volunteers must attend a mandatory volunteer training session for this event. Any prospective volunteer who does not attend a

training session will not be allowed to volunteer that day.

6. As a volunteer and a representative of PbP, please be proactive in ensuring a safe and clean event. For example, if you notice a situation where there is broken glass or a table full of used chinaware, please take the initiative to contact a Steering Committee member.
7. Volunteers are not entitled to extra product donations and venue decor leftover at the end of the evening. These items are property of Project by Project.

### **Shifts**

Volunteers for the Event will generally be broken down into two distinct shifts.

**Shift One:** Shift One will start day of the event at 9:00 AM, and run until 5:00 PM.

**Shift Two:** Shift Two will start at 4:00 PM and run till the end of the event (including cleanup)

While most of the volunteers will be divided into the two shifts, there will of course be exceptions, as determined by the Director of Volunteer Relations.

Here is a listing of volunteer positions for the day of the event. Volunteers will work throughout the evening with breaks. Assignment of volunteers to positions is at the discretion of the Director of Volunteer Relations.

### **Set-up/Decoration**

Volunteers must be available for the early shift and be able-bodied. They will be responsible for unloading and setting up rentals (tables, linens, garbage cans, etc.) prior to the start of the event, as well as assist with purveyor load-in and other deliveries. They will assist with set-up of decor and PbP collateral.

### **Greeting/Registration**

**Greeters:** Volunteers will courteously welcome all guests as they enter the venue. They will also be responsible for ensuring traffic at registration flows smoothly by directing the guests to their appropriate check-in table--VIP, Press, pre-registered or pay-at-the-door. Once inside, greeters will direct guests to the coat check and to the VIP area, if appropriate.

**Registration:** Volunteers will be responsible for registering guests and distributing the event program to them.

## **Clean-up**

All volunteers will be asked to assist in clean up during and after the event. For the post-event clean-up volunteers must be available for the later shifts.

**During the event:** Volunteers will be responsible for ensuring that there is not trash on purveyor/standing/information/registration tables or the floor. This includes emptying and re-lining overflowing trash bins and cleaning up spillage.

**Post-event:** Volunteers will be responsible for getting rentals ready for pick-up. This includes folding tables, putting chairs in designated area, putting away table linens, taking out trash, and dumping ice from ice buckets. They will also be responsible for packing up leftover silent auction items, plastics and PbP collateral.

## **Restaurant Liaison**

Volunteers will be responsible for ensuring that restaurants have enough supplies (i.e. plasticware, glassware, ice, etc.). They will either be stationed in the supply room or will serve as runners for the restaurants and purveyors. Those volunteers who serve as runners will also be responsible for ensuring that chefs have food/drink and will serve as the primary communication link between the Director of Events and the Director of Volunteer Relations and the chefs and purveyors.

**Shift Exception:** Volunteers responsible for being Restaurant Liaisons will be operating on a shift that reflects the time requirements reflected by the restaurants. *This shift will run from 4:00 PM to 11:00 PM.*

## **Beverage Liaison**

Volunteers will be responsible for ensuring that beverage purveyors have enough supplies (i.e. glassware, ice, napkins, etc.). They will either be stationed in the supply room or serve as runners for the beverage purveyors. Those volunteers who serve as runners will also be responsible for emptying out tasting buckets and refilling rinsing water for glassware. They will ensure that beverage purveyors have food/drink and will serve as the primary communication link between the Director of Events or the Director of Volunteer Relations and the beverage purveyors.

**Shift Exception:** Volunteers responsible for being Beverage Liaisons will be operating on the same shift schedule as the Beverage Liaisons.

## **Silent Auction**

Volunteers will assist the Silent Auction Manager during the live and silent auctions. They will be required to understand and be familiar with the silent auction lots so that they can talk up items, answer questions about various lots, and encourage guests to bid. They will also be responsible for locating guests who win auction items and distributing goods sold. They may be asked to help transport items within the venue and assist with maximizing visual presentation of auction lots.

## Reimbursement Policy

Although volunteers will **not need to purchase a ticket** for the event, **we will require a credit card authorization form from all volunteers prior to the event to hold for security deposit. At the end** of the event, these **forms will be destroyed**. Project by Project will in no way use this information, **except** in the event that a volunteer does not satisfactorily perform his or her duties according to the guidelines set by the Director of Volunteer Relations. In such an event, the full amount of a benefit ticket will be charged to his or her credit card.

## Volunteer Agreement

I, the undersigned, have read and fully understand the volunteer policies and guidelines set forth by Project by Project and will abide accordingly. I understand that failure to fulfill my responsibilities and duties may result in my expulsion from the event and/or full payment of the admission price.

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**Print Name (as appears on credit card)**

**Credit Card (circle one)      VISA      MC      AMEX**

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**Credit Card Number**

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**Signature**

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**Date**

For more information, please contact us at [volunteer.ny@projectbyproject.org](mailto:volunteer.ny@projectbyproject.org)