

## **POSITION DESCRIPTIONS:**

- **Event Set Up Tasks (8am to 12pm) - this shift can be filled by Teens and/or Adults.**
  - Vendor Gate Attendant - Checking in vendors to ensure only the confirmed Vendor Staff is permitted entrance to set up for the event.
  - Ticket Booths - Setting up ticket tents and tables.
  - Fire Code Barriers - Roping off designated areas in accordance with Fire Code Regulations.
  - Feather Flags - Putting up feather flags in specified areas.
  - Yard Signs - Planting yard signs throughout the event area.
  - Cocktail Tables - Placing tables throughout the event area.
  - BARRICADES - LIFTING AND MOVING barricades into place around the perimeter of the event area (must be strong able to lift).
  
- **Event Operations (4:30pm - 7:30pm, and/or 7:30pm - 10:00pm) - ADULTS 21 and older ONLY!**
  - ID Checkers - Check ID's while attendees are waiting in line to gain entry into the event, and ensure ALL attendees are 21+ years old.
  - Ticket Scanners - Using a tablet/phone, scan tickets for event entry. Event organizers prefer that you use your own device, but tablets could be provided. Ticket scanners will need to log into the event account with permissions to allow you to scan tickets only.
  - Wristband Attendees - Put wristbands on attendees AFTER their ticket is scanned for entry into the event.
  - Gate Checkers - Remain at the event entry gates to ensure ALL attendees entering the event are wearing a wristband. VIP wristbands are ONLY for 6-7pm!
  - Game Area Attendants - Work with the Backyard games company. Volunteers will be assigned a game to oversee and help manage. Game volunteers may also be assigned to be Food Runners at 6pm (grab wing entries from competitors and bring them to the Judge's Tent).
  - Bar Backs - remain in the bar area to refill ice buckets and stock bars with beverages as needed.
  
- **Event Clean Up (10:00pm - 12:00am) - ADULTS 21 and older ONLY!**
  - Banners - Taking down banners (may require use of a ladder, to be provided) and storing them in designated area.
  - Cocktail Tables - Gathering and stacking tables in designated area.
  - Trash - walking the grounds, pick up trash, proper disposal.
  - Ticket Booths - Taking down tents and tables.
  - Feather Flags - Gathering feather flags and storing them in designated area.
  - Yard Signs - Gathering yard signs and storing them in designated area.
  - Loading Truck - Assist in loading all equipment back into the truck.
  - BARRICADES - LIFTING and taking down barricades and stacking them in designated area.