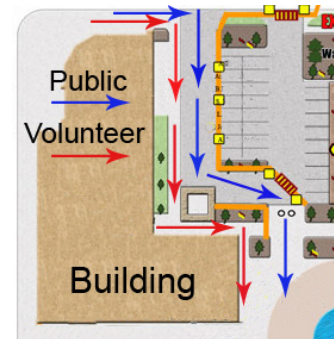


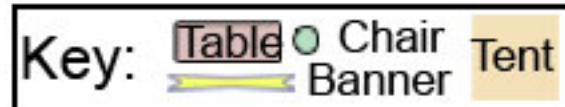
Hospitality Tent supervised by Jean Arnold

All Volunteers, All Shifts, All Stations

- Enter near Gate 1 on State St. (red arrows on diagram). You must be registered and enter here for free admission. No exceptions made at the main gates (blue arrows).
- Check at the volunteer booth to receive instruction. Wear your volunteer tag for identification.
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Before leaving train your replacement. Last shifts do not leave early unless area is completely clean, all supplies properly put away and you are released by Volunteer Coordinator at Site Tent.
- Do not leave area unattended - If you feel unneeded, check with your supervisor.
- After your shift check out at the volunteer tent to receive: Confirmation/thank you letter, Restaurant Discount Card and Hospitality Tent pass (all food must be eaten in the tent). If working 9 hours or more you will a tshirt. All volunteers can purchase tshirts for \$8 (regularly \$12).



Specific Duties: 2 volunteers are needed per shift, one as runner to pick up food at local restaurants (\$20 gas reimbursement provided). Volunteers will greet guests, stock food supplies, check volunteer passes and keep the hospitality area clean. See also general volunteer instructions that apply to all volunteers on any shift or station.

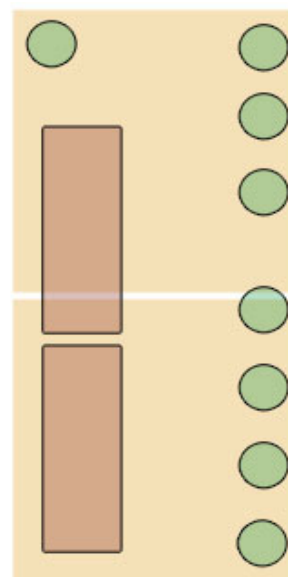


7:30 am - 9:30 am:

- Follow diagram at right for area setup.
- Get 2 tables & 8 chairs at Passport Tent.
- Get 2 Tents, 6 walls from Site Tent/Truck in small parking lot. Add walls to every side.
- Get bins labeled Hospitality from Site Tent/Truck & supervisor's vehicle.
- Get 1 rolling dumpster from large parking lot and place near booth.
- Set coupon bucket & supplies out on the tables & post signs.

9:15 am - 12:15 am; 12:00 pm - 3:00 pm; 2:45 pm - 5:45 pm:

- Take hospitality coupon from all who enter, do not admit without one.
- Inform volunteers they can't leave the tent with food.
- Replenish food on serving table
- Keep food covered
- Keep all tables clean
- Make sure all trash is put in trash can
- Runner picks up food at area restaurants using schedule provided by supervisor.
- RETAIN SOME FOOD for last cleanup crew.



5:30 am - 8:30 pm:

- Continue as above until 7pm. Do not begin visible breakdown until 7pm.
- At 7pm begin carefully removing signs and placing them neatly in the bin.
- Fold tables & chairs & put them inside building.
- Gently fold tent. Hard pressure is not necessary. Replace in box or bag and return to Site Tent/Trailer in the small parking lot.
- When bins are full close them and return them to Site Tent/Trailer.
- Turn hospitality coupons, remaining food & drinks in to the Director.