



## VOLUNTEER OVERVIEW

Thank you for your interest in volunteering at the inaugural Addison Fork & Cork on Friday, May 16<sup>th</sup> and Saturday, May 17<sup>th</sup> in Addison Circle Park. Your time and support is greatly appreciated in helping us present an unforgettable weekend for food and libation lovers right here in Addison, Texas. It's also a way for you to enjoy the festival! Read this overview to learn more about the volunteer policies, perks, and different roles volunteers play at the event. Contact Stacy Love at [slove@addisontx.gov](mailto:slove@addisontx.gov), 972.450.2874 (office) if you have any questions.

- **MARK YOUR CALENDAR!** We will be hosting the Kickoff Meeting on May 6<sup>th</sup> at 6:30 p.m. at the Addison Athletic Club. (3900 Beltway, Addison, TX) At this meeting, your schedule will be confirmed and you will receive your admission ticket, t-shirt, parking information and additional event information.
- If accepted as a volunteer, you will need to pick up your volunteer packet at the Kickoff Meeting or at the Town of Addison Service Center after May 6, 2014. If you are unable to pick up your packet, we will mail it to you. This packet will include additional event information, your admission ticket, t-shirt you're your parking pass.
- All volunteers must be at least 21 years old to participate.
- Volunteers are to check-in at least 15-minutes early and may be asked to stay later than originally scheduled. Please let us know if this is a problem and we will try to accommodate your schedule.
- You will receive notification on the acceptance of your application via email after the April 29<sup>th</sup> deadline.
- All volunteers will receive \$5 off of their Fork & Cork tickets if they want to stay and enjoy the event or come on another day. You can purchase them onsite by wearing your designated t-shirt or online at [AddisonForkandCork.com](http://AddisonForkandCork.com) with coupon code ADDVOCATE4.

FORK AND CORK is a culinary experience that includes bites prepared by Addison chef-owned restaurants, restaurants and chefs from the surrounding areas, hand-crafted cocktails by local mixologist and live music, as well as celebrity chefs, hands on cooking demonstrations and chef interaction.

When:            Friday, May 16            6:00 p.m. – 10:00 p.m.  
                     Saturday, May 17        Noon – 11:00 p.m.

Where:           Addison Circle Park; 4970 Addison Circle Drive, Addison, TX

Tickets: Tickets available online.  
                 Friday: \$65  
                 Saturday: \$35  
                 Saturday VIP: \$100

### Features:

- Bite-Size Samples for some of Addison and the DFW's best restaurants
- Celebrity chefs like the James Beard Award-Winning Marcus Samuelsson
- Hand-Crafted Cocktails and Beverages
- Local Live Music and a Headlining Concert by Pat Green
- Chef Demos
- Grand Tasting Tent
- Educational Food and Cocktail/Wine Seminars
- Interactive Art Displays
- Tasty Run 5K & Fun Run

**Visit [AddisonForkandCork.com](http://AddisonForkandCork.com) for more information!**

# JOB DUTY OVERVIEW

## 1. VIP Cooking Demos & Libation Classes (Saturday only)

### **Demo & Class Schedule:**

- 12:15 p.m. to 1:15 p.m. – Hands-on Grilling Class
- 1:45 p.m. to 2:30 p.m. – Cocktail Seminar
- 3:00 p.m. to 4:00 p.m. – Chef Demo
- 4:30 p.m. to 5:15 p.m. – Craft Beer Seminar
- 5:45 p.m. to 6:45 p.m. – Chef Demo

**Date:** May 17<sup>th</sup>

**Time(s):** Shift 1 = 11:30 a.m. to 3:30 p.m. & Shift 2 = 3:30 p.m. to 7:30 p.m.

**Number of volunteers needed:** 4 volunteers needed for each shift

**Location:** Dos XX Main Stage (Ellipse Area)

**Number of Addison Staff:** Shift 1 = 8, Shift 2 = 8 (Parks, IOS, Fire)

### **Demo & Class Descriptions:**

**Hands-on-Grilling Demo – VIP Area** (12:15 p.m. to 1:15 p.m.)

**Role Summary:** This area will feature grill experts instructing an audience of 300 people at their own designated grilling station. Volunteers will assist with setting the audience stations, showing patrons to their station, answering questions, helping with clean-up after demos and generally assisting. This is a front of house role, not behind the scenes working with chefs.

### **Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique and fun Festival.
- Have strong communication skills and a positive attitude while interacting with staff, other volunteers, patrons, and possibly chefs.
- Be flexible. You might get asked to pitch in for another area if needed.
- Maintain a calm and professional attitude around celebrity chefs and festival staff.
- May be asked to do some light lifting throughout the day on tasks such as stacking chairs, carrying dirty dishes etc. Let us know if you will not be able to participate in those types of tasks.
- Must be respectful of presenting chefs and help reinforce courteous behavior while chefs are presenting.

**Note:** All handling of grills and charcoal will be done by Addison staff. Volunteers will not be responsible for this task.

**Cocktail Seminar – VIP Area** (1:45 p.m. to 2:30 p.m.)

**Role Summary:** The cocktail seminar and demonstrations will be conducted by a mixologist. Volunteers will assist with setting the audience seating, showing patrons to their chairs, answering questions, setting glasses, helping with clean-up after seminars and generally assisting in the VIP area. This is a front of house role, not behind the scenes working with chefs and mixologists. Volunteers will check guest credentials and offer directional assistance to manage the seating process.

### **Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique and fun Festival.
- Have strong communication skills and a positive attitude while interacting with staff, other volunteers, patrons, and possibly chefs.
- Be flexible. You might get asked to pitch in for another area if needed.
- Maintain a calm and professional attitude around celebrities and festival staff.
- May be asked to do some light lifting throughout the day on tasks such as stacking chairs, carrying dirty dishes etc. Let us know if you will not be able to participate in those types of tasks.
- Must be respectful of presenters and help reinforce courteous behavior while seminars are taking place.

### **Chef Demos – VIP Area** (3:00 p.m. to 4:00 p.m. & 5:45 p.m. to 6:45 p.m.)

**Role Summary:** The chef demos on the Dos XX Main Stage will feature cooking demonstrations and classes by some of the Dallas' and the nation's most renowned chefs. Chef Demo volunteers will assist with setting the audience seating, showing patrons to their chairs, answering questions, helping with clean-up after demos and generally assisting in your assigned demo area. This is a front of house role, not behind the scenes working with chefs. Chef demo volunteers will check guest credentials and offer directional assistance to manage the seating process.

#### **Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique and fun Festival.
- Have strong communication skills and a positive attitude while interacting with staff, other volunteers, patrons, and possibly chefs.
- Be flexible. You might get asked to pitch in for another area if needed.
- May be asked to do some light lifting throughout the day on tasks such as stacking chairs, carrying dirty dishes etc. Let us know if you will not be able to participate in those types of tasks.
- Must be respectful of presenting chefs and help reinforce courteous behavior while chefs are presenting.

### **Craft Beer Seminar – VIP Area** (4:30 to 5:15 p.m.)

**Role Summary:** The craft beer seminar and tasting will be conducted by a cicerone. Volunteers will assist with setting the audience seating, showing patrons to their chairs, answering questions, setting glasses, helping with clean-up after seminars and generally assisting in the VIP area. This is a front of house role, not behind the scenes working with chefs and cicerones. Volunteers will check guest credentials and offer directional assistance to manage the seating process.

#### **Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique and fun Festival.
- Have strong communication skills and a positive attitude while interacting with staff, other volunteers, patrons, and possibly chefs.
- Be flexible. You might get asked to pitch in for another area if needed.
- Maintain a calm and professional attitude around celebrities and festival staff.
- May be asked to do some light lifting throughout the day on tasks such as stacking chairs, carrying dirty dishes etc. Let us know if you will not be able to participate in those types of tasks.
- Must be respectful of presenters and help reinforce courteous behavior while seminars are taking place.

## **2. Grand Tasting Area**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:00 p.m. to 8:00 p.m.

Friday Shift 2 = 8:00 p.m. to 11:00 p.m.

Saturday Shift 1 = 1:00 p.m. 4:00 p.m.

Saturday Shift 2 = 4:00 p.m. to 7 p.m.

**Number of volunteers needed:** 2 - 3 volunteers needed for each shift

**Location:** Grand Tasting Tent (Ellipse Area)

**Number of Addison Staff:** 3 at all shifts (includes 1 person to sell extra tasting cards, 1 parks and 1 point person)

**Role Summary:** The Grand Tasting Area will feature about 40 wines, spirits, craft beer and food exhibitors. Grand Tasting volunteers will assist with clean up, collecting and restocking tasting glasses, directing patrons, answering questions, taking tickets and generally assisting the Grand Tasting Pavilion staff with the area.

#### **Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with exhibitors, staff, other volunteers and patrons.
- Be flexible. You might get asked to pitch in for another area if needed.
- Must be willing and able to do some lifting (up to 40 lbs) throughout the day.

### **3. Guest Services Center**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m. to 8:00 p.m.

Friday Shift 2 = 7:45 p.m. to 10:15 p.m.

Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.

Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.

Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.

Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 1 volunteer for Friday shifts and 2 volunteers for Saturday shifts.

**Location:** Guest Services Center (formally called Info Booth)

**Number of Addison Staff:** 2 at all shifts.

**Role Summary:** Your role is to help patrons by answering questions—from directing them to demo stages, to finding restrooms. You are the face of the festival and must be friendly, enthusiastic and helpful. It is helpful to be familiar with nearby Addison landmarks, streets, etc. You will also be asked to help with guests who are picking up hotel packages. Your position is in a booth near the entrance to the festival. While a shade tent and stools with backs are provided, some work in the sun may be required.

**Preparation:** At the festival, you'll have maps, programs and signage for reference. But you must be able to quickly answer basic questions, so pre-event you need to commit to the following:

- Visit the website [www.AddisonForkandCork.com](http://www.AddisonForkandCork.com) and read up on event chefs, demos, exhibitors and sponsors.
- Study the Festival Map. Get familiar with demo names and general directions.

#### **Volunteer Requirements:**

- Be able to quickly learn answers to typical questions and give out accurate directions (knowledge of the city's layout and landmarks is a plus).
- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with patrons, staff, and other volunteers.
- Be flexible. You might get asked to pitch in for another area if needed.

### **4. Info Booths (3) (Volunteers may be in each Information Booth alone)**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m. to 8:00 p.m.

Friday Shift 2 = 7:45 p.m. to 10:15 p.m.

Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.

Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.

Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.

Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 1 -2 volunteers for all shifts (there are 3 info booths)

**Location:** Throughout the park (will be given a map before event)

**Number of Addison Staff:** 0 (will only use Addison staff if needed)

**Role Summary:** Your role is to help patrons by answering questions—from directing them to demo stages, to finding restrooms. You are the face of the festival and must be friendly, enthusiastic and helpful. There are three (3) info booths located throughout the park. They will be light by a sign at night.

**Preparation:** At the festival, you'll have maps, programs and signage for reference. But you have to be able to quickly answer basic questions, so pre-event you need to commit to the following:

- Visit the website [www.AddisonForkandCork.com](http://www.AddisonForkandCork.com) and read up on event chefs, demos, exhibitors and sponsors.
- Study the Festival Map. Get familiar with demo names and general directions.
- For anyone who has not worked an Addison Event before, for this position the Event Meeting on May 6<sup>th</sup> will be mandatory for anyone wanting to volunteer in the information booths)

**Volunteer Requirements:**

- Be able to quickly learn answers to typical questions and give out accurate directions (knowledge of the city's layout and landmarks is a plus).
- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with patrons, staff, and other volunteers.
- Be flexible. You might get asked to pitch in for another area if needed.

## **5. VIP Check-In & Lounge (Saturday only)**

**Date(s):** May 17<sup>th</sup>

**Time(s):** Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.

Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.

Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.

Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 2 volunteers for all shifts 1 & 2; 1 volunteer for shifts 3 & 4

**Location:** Pavilion

**Number of Addison Staff:** 2-3 for all shifts

**Role Summary:** Your role is to help patrons by answering questions—from directing them to demo stages, to finding restrooms. You are the face of the festival and must be friendly, enthusiastic and helpful to our VIP guests. You will also help check in VIP guests and hand them their welcome info and credentials as well their thank you gift and other perks.

**Preparation:** At the festival, you'll have maps, programs and signage for reference. But you have to be able to quickly answer basic questions, so pre-event you need to commit to the following:

- Visit the website [www.AddisonForkandCork.com](http://www.AddisonForkandCork.com) and read up on event chefs, demos, exhibitors and sponsors.
- Study the Festival Map. Get familiar with demo names and general directions.

**Volunteer Requirements:**

- Be able to quickly learn answers to typical questions and give out accurate directions (knowledge of the city's layout and landmarks is a plus).
- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with patrons, staff, and other volunteers.
- Be flexible. You might get asked to pitch in for another area if needed.

## **6. Administration (Pre-Event Only)**

**Date(s):** May 16<sup>th</sup> and other dates prior to May 16<sup>th</sup> as needed.

**Time(s):** Between the hours of 11:00 a.m. – 5:00 p.m. on May 16<sup>th</sup>. Times for other dates are TBD.

**Number of volunteers needed:** 1 – 3 volunteers depending on assignment

**Location:** Visit Addison, 5100 Beltline Road Suite 430, Addison, TX 75254

**Number of Addison Staff:** NA

**Role Summary:** Help Special Event staff with filing, organizing, and inventory control, stuffing envelopes, answering and returning phone calls, collateral distribution, and other office duties as needed. This position is only available on Friday, May 16<sup>th</sup> between the hours of 11:00 a.m. – 5:00 p.m. This position will also aid in packet stuffing. Those dates will be assigned as needed.

## **7. Operations/Set up (Pre-Event & Event Hours)**

**Date(s):** May 16<sup>th</sup> & 17<sup>th</sup>

**Time(s):** Pre-event hours of 11:00 a.m. – 5:00 p.m. on May 16<sup>th</sup> and regular event hours of 6:00 to 10:00 p.m. on Friday and noon to 11:00 p.m. on Saturday.

**Number of volunteers needed:** 1 – 3 volunteers depending on assignment

**Location:** Addison Circle Park

**Number of Addison Staff:** NA

**Role Summary:** Responsible for helping Special Event staff and Parks staff during event, set-up of event and post event with miscellaneous tasks such as hanging signs, moving tables, umbrellas, manning gates, trash collection, etc.

**Volunteer Requirements:**

- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with exhibitors, staff, other volunteers and patrons.
- Be flexible. You might get asked to pitch in for another area if needed.
- Must be willing and able to do some lifting (up to 40 lbs) throughout the day.

## **8. Employee Break Area & Phone Duty**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m. to 8:00 p.m.

Friday Shift 2 = 7:45 p.m. to 10:15 p.m.

Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.

Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.

Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.

Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 1 volunteer for all shifts

**Location:** Addison Conference Centre or Water Tower Theatre (will be confirmed prior to May 16<sup>th</sup>.)

**Number of Addison Staff:** 0

**Role Summary:** Responsible for monitoring the employee break area to make sure that only event staff are allowed to enter the area. Keeps the break area clean and calls for assistance when trash bins become full. Keeps snacks and beverages stocked and calls for additional supplies when necessary. This person will also answer the 1-800-ADDISON phone line and address any questions the callers may have.

**Preparation:** At the festival, you'll have maps, programs and signage for reference. But you have to be able to quickly answer basic questions, so pre-event you need to commit to the following:

- Visit the website [www.AddisonForkandCork.com](http://www.AddisonForkandCork.com) and read up on event chefs, demos, exhibitors and sponsors.
- Study the Festival Map. Get familiar with demo names and general directions.

**Volunteer Requirements:**

- Be able to quickly learn answers to typical questions and give out accurate directions (knowledge of the city's layout and landmarks is a plus).
- Be outgoing, friendly, and professional. Smile and enjoy your role. You are part of a unique Festival.
- Have strong communication skills and a positive attitude while interacting with patrons, staff, and other volunteers.
- Be flexible. You might get asked to pitch in for another area if needed. .
- Works inside and may be required to walk up and down stairs, answer phone calls and be able to lift cases of water, etc.

## **9. Volunteer Check-In Booth**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m.-8:00 p.m.

Friday Shift 2 = 8:00 p.m. – 11:00 p.m.

Saturday Shift 1 = 11:30 a.m. – 4:00 p.m.

Saturday Shift 2 = 4:00 p.m. – 8:00 p.m.

Saturday Shift 3 = 8:00 p.m. – 11:00 p.m.

**Number of volunteers needed:** 2-3 each shift

**Location:** Volunteer Check in Booth inside main gate at Addison Circle Park  
**Number of Addison Staff:** 1

**Role Summary:** Responsible for helping staff check in fellow volunteers working the event. May require walking across festival grounds to escort volunteers to their stations.

**Volunteer Requirements:**

- This is a physically active job.
- Must be flexible and friendly and able to stand and work in the sun and endure hot temperatures.

## **10. Floater**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m. to 8:00 p.m.  
Friday Shift 2 = 7:45 p.m. to 10:15 p.m.  
Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.  
Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.  
Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.  
Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 1-2 volunteer for all shifts

**Location:** TBD

**Number of Addison Staff:** 0

**Role Summary:** Floaters are assigned as needed throughout the event and must be flexible and friendly. Assignments may be either indoor or outdoor.

**Volunteer Requirements:**

- This is a physically active job, must be able to stand and work in the sun and endure hot temperatures.

## **11. Pre-Event Gate Monitor**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift = 4:00 to 6:00 p.m.  
Saturday Shift = 9:30 a.m. to Noon

**Number of volunteers needed:** 1 volunteer for each shifts

**Location:** Front Gate

**Number of Addison Staff:** 0

**Role Summary:** Responsibilities include monitoring the gate and only allowing in vendors, restaurants, and staff.

## **12. Load In/Load Out Assistance**

**Date(s):** May 16<sup>th</sup>

**Time(s):** 11:00 a.m. to 2 p.m.

**Number of volunteers needed:** 1 – 2 volunteers needed

**Location:** Broadway Parking Lot off of Festival Way and Addison Road.

**Number of Addison Staff:** 1 - 2

**Role Summary:** Responsibilities include helping Addison staff pass out parking passes and packets to vendors as they arrive. May also need to help check in the vendors during peak times.

## **13. Survey Collections**

**Date(s):** May 16<sup>th</sup> and 17<sup>th</sup>

**Time(s):** Friday Shift 1 = 5:30 p.m. to 8:00 p.m.  
Friday Shift 2 = 7:45 p.m. to 10:15 p.m.  
Saturday Shift 1 = 11:30 a.m. to 2:30 p.m.

Saturday Shift 2 = 2:15 p.m. to 5:15 p.m.

Saturday Shift 3 = 5:00 p.m. to 8:00 p.m.

Saturday Shift 4 = 7:45 p.m. to 11:00 p.m.

**Number of volunteers needed:** 2-3 volunteer for all shifts

**Location:** Throughout the park.

**Number of Addison Staff:** 0

**Role Summary:** Survey collectors will ask guests to fill out a survey regarding their experience at Fork & Cork. Guests who participate will be entered into a drawing for a prize.

**Volunteer Requirements:**

- This is a physically active job, must be able to stand and work in the sun and endure hot temperatures.