Volunteer Opportunity Description: **Taste & Toast Event July 27th**

**Description/Purpose**
Help us host one of the greatest events of the summer! Taste and Toast is a popular event hosting chefs, breweries, and vineyards from across the Metro. Come join in the fun. Below are all of the opportunities we have available that day. There is additional information on the Sign Up Genius page. The link to the Sign Up is posted at the bottom of the job description.

**Training:** We will host an orientation for all Taste & Toast volunteers prior to the event. Anyone who signs up for the event must attend a training. Unlike past years, training will not take place the day of the event. Two trainings or a weekend training will be set up to accommodate everyone’s schedule.

**Attire:** For all volunteers working the day of the event, we would ask that you wear black pants, skirts, or long shorts (shorts must have a minimum inseam of 7”) and white tops with sleeves of some sort (no sleeveless tops, please). Please wear comfortable shoes. Pre-Event can wear what they wish.

**Who’s Hungry?** Dinner will be provided for all volunteers the evening of the event. Time and location to be determined.

**Parking:** Please try to park in the Staff Lot near the Snyder Building. If that lot is full, please use overflow parking.

We’re still making training and dinner arrangements. An email will go out in a timely fashion to all who sign up for Taste & Toast providing more details as the event approaches. Thank you for your patience!

**Responsibilities/Tasks and Number of Volunteers Needed**

**Pre-Event and Name Tag Prep (5) July 26th**
Prepare name tags and registration materials.

**Set-Up Volunteers (7) –**
Distribute supplies and linens to assigned vendor tents, including some table set-up.

**Vendor Support and Load In (8) –**
Assist vendors with their supplies. Give physical support carrying, lifting, and pushing carts.

**Registration Table (15)-**
Greet and warmly welcome guests. Check guests in by marking spreadsheet. Hand out name tags. Must be comfortable with basic technology like use of tablets, smartphones, and applications.

**Hosts/Distributors (8)-**
Help our Registration table volunteers welcome guests and find their way around the event. Distribute tasting glassware to each person as they enter. Monitor glassware table.

**Replenishment and Aesthetic managers (10)-** Keep an eye on upkeep. Check in with assigned vendors to replenish supplies and assist in their ongoing needs during the event. Keep event grounds tidy by picking up excess trash and emptying garbage/recycle bins.
Post Event Personnel (10)- Tear down linens and tables, help vendors load their vehicles. Garbage, recycling, and grounds clean up. Transport supplies back to Arboretum storage.

Border Patrol and Event Guide (6 to 12 – may work in groups of 2)- Assist people in finding their way to check in and registration. Prevent Arboretum visitors who are not registered for the event from entering private event area. Collect name tags from guests as they leave.

**Required Skills**

**Pre-Event and Name Tag Prep**
Attention to detail. Manual dexterity.

**Set-Up Volunteers**
Attention to detail, make sure tables are set to look professional, organized and balanced.

**Vendor Support and Load In**
Able to bend, lift, squat, and carry vendor supplies to set up area.

**Registration Table**
Friendly with customer services skills.

**Hosts/Distributors**
Ability to distribute items quickly and efficiently.

**Replenishment and Aesthetic managers**
Able to bend, lift and carry. Observant and responsive to vendor’s needs.

**Post Event Personnel**
Must be able to bend, lift, squat, and carry items of varying weight. May work in teams to lift heavier items.

**Border Patrol and Event Guide**
Comfortable with public speaking and asserting direction to non-registered visitors.

**Time Commitment and Schedule Details**

**Pre-Event and Name Tag Prep:** *Tuesday, July 26th* 12:00 p.m. to 4:00 p.m.

**Set-Up:** Wednesday, July 27th 2:00pm – 5:00pm

**Vendor Support and Load In:** Wednesday, July 27th 2:00 p.m. – 5:30 p.m.

**Registration Table:** Wednesday, July 27th 5:00 p.m. – 7:45 p.m. (or when relieved by staff supervisor)

**Hosts/Distributors:** Wednesday, July 27th 5:00 p.m. to 8:00 p.m.

**Replenishment and Aesthetic managers:** Wednesday, July 27th 5:45 p.m. – 9:45 p.m.

**Post Event Personnel:** Wednesday, July 27th 8:45 p.m. – 10:30 p.m.

**Border Patrol and Event Guide:** Wednesday, July 27th 5:45 p.m. – 9:00 p.m.
Benefits/Impact

Pre-Event and Name Tag Prep: Ensures that vendors are comfortable at their stations, supplies members and guests with all the tools they need to succeed.

Set-Up: Help to ensure vendors are comfortable at their stations in a welcoming environment. Supply members and guests with supplies and table arrangements.

Vendor Support and Load In: Assisting vendors with set up builds good relationships. You’re our liaison to building community.

Registration Table: Provide a smooth and efficient entrance process for registered guests.

Hosts/Distributors: You’ll make our guests feel welcome and cared for upon their arrival to the event.

Replenishment and Aesthetic managers: Keeping our grounds tidy and vendors stocked is of paramount importance for the success of this event.

Post Event Personnel: Wrapping up this event with grace, efficiency, and speed is much appreciated. Many hands make light work.

Border Patrol and Event Guide: Help ensure event quality and control one of the year’s largest fundraisers!

Work Environment:

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How to Apply for this Opportunity

If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please use the Sign Up Genius link listed below. If you have any questions about any particular job opportunity, please contact the staff supervisor listed underneath the link.

Staff Supervisor & Contact Information

Sign Up Genius link: Click here

Kristy Mock, Corporate Meetings and Event Manager
klmock@umn.edu
612.301.7597
All Arboretum Volunteer opportunities are reserved for registered and active Arboretum Volunteers. All volunteers go through an orientation and screening process prior to applying for opportunities. Learn HOW TO BECOME A VOLUNTEER or call the Volunteer Center at 612-301-1203 to get started.