

## 2008 Taste of the Nation Volunteer Tasks Sign-Up Sheet

Taste of the Nation Portland will take place at the Oregon Convention Center on April 28, 2008  
Questions about volunteering: Jacqueline Holden 509-979-3952 or [Jacqueline@duvoisingroup.com](mailto:Jacqueline@duvoisingroup.com)  
Information about the event: [info@portlandtaste.org](mailto:info@portlandtaste.org) or [www.portlandtaste.org](http://www.portlandtaste.org)  
Mail Address – PO Box 82867, Portland, OR 97282

Please return this form to us ASAP

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Street address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip code \_\_\_\_\_

It is best to contact you by: *phone email (circle one)*

### Section I: How many shifts would you like to volunteer for? Please check one.

- More than 2 shifts: I want to do a lot and attend the event with a free VIP admission ticket.
- 2 shifts: I want to do a lot and attend the event with a free general admission ticket.
- 1 shift: I want to put in a few hours and attend the event with a half-price general admission ticket.

### Section II: What jobs/tasks would be willing perform? Check as many as apply.

These are general descriptions. You may be asked to perform other tasks during the hours you volunteer. For more information, please either email your question to [info@portlandtaste.org](mailto:info@portlandtaste.org) or call 509-979-3952.

#### Before April 28

- Auction: Make phone calls about auction items, pick up donations, etc.
- Miscellaneous clerical tasks and errand running: Help stuff envelopes—and put labels and stamps on them—for a variety of mailings; maintain mailing lists and databases; distribute posters and pick up auction donations; help respond to emails and phone calls about the event.

#### On April 28, but before the event begins

- Event set-up: We need volunteers for four-hour shifts between 9:00 a.m. and 5:00 p.m. Volunteers will load materials and supplies from our storage locker into truck, drive truck to Convention Center, unload it; help unload lighting truck and set up event lighting; set up auction tables and displays; set up signage, recycling containers, tables, etc.; check in volunteers; check in participants, help them find their tables, and help them carry their stuff in; and other tasks as they arise—as they surely will.
- Morning
- Afternoon
- Both

## **During the Event**

Volunteers who work during the event itself must be at the Convention Center by 4:30 p.m., and must be available until 9:30 p.m.. You will be partnered with other people so that each job is covered at all times, but you will also be able to take a 60 to 90 minute break to enjoy the event. There will be an orientation walk-through of the Oregon Convention Center on Saturday, April 19 at 10:00 a.m. for all during-event volunteers. Attendance is strongly recommended and will count as one full shift!

- General tasks: Monitor entrances and direct people; pass out plates, glasses, and programs to the audience; staff the coat check; staff the volunteer lounge/coat check; check in volunteers; restock knives, forks, napkins, and similar items for restaurants and wineries; empty spit buckets, clear tables, pick up debris, and in general do whatever is necessary to keep the place clean and make sure that restaurant and beverage participants get whatever they need.
- Auction: register bidders, sell raffle tickets, answer questions, pack up the items won, and help winners check out.
- Tickets: Sell tickets at the door, work the “will call” table, answer phone calls and participant questions.
- Sponsorship: Greet sponsors, direct them to the sponsor lounge, tell them thank you. A lot.
- General Information: Answer questions, give directions, and be helpful!

## **On April 28, immediately after the event: (requires sobriety)**

- Event tear-down: We need volunteers to work from 9:00 p.m. until midnight (although we may finish earlier). You must be sober for this task; our insurance requires it. Volunteers will help the restaurants and beverage vendors move their stuff out of the Convention Center; collect plates and glasses for washing (no, you don't have to wash them!); collect debris and consolidate into large waste containers; collect wine bottles for recycling; help take down the event lighting and load it into lighting truck; take down and organize materials and supplies that return to storage locker (signage, buckets, wastebaskets, etc.) and load them into truck; clean up and break down auction; drive truck to storage locker (but don't unload it). **\*\*BONUS\*\* Clean-up counts as 2 shifts!!**

## **On April 29 (the day after)**

- Put everything back in the storage locker: Volunteers for this task meet at the storage locker (NW 13th and Johnson) at 10:00 a.m. on April 29, and should expect to spend two to four hours there. Volunteers will unload the truck; inventory materials and supplies; and put it all away in the storage locker.

## **Other Post-Event Tasks**

- Miscellaneous errand running: For several days after the event, volunteers will deliver auction items and items left at event by participants, pick up washed plates and glasses to return to storage locker; and other tasks as they arise. You will need a car for this.
- Miscellaneous clerical tasks: Get thank-you letters out to participants, donors, sponsors, and—most important—volunteers! Update mailing lists and databases; help respond to emails and phone calls about the event; and other tasks as they arise.

Any special requests? Please let us know if you'd like to be scheduled to work with a particular person or if you prefer some tasks over others, or if you have any physical constraints that would limit your ability to work on some jobs.

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**Thank you for your participation in this special event!**  
**We couldn't do this without your help.**