



# VOLUNTEERING FACT SHEET

## *For Washington's Summer Wine Festival*

Thank you for playing a critical role in supporting this year's Kirkland Uncorked, benefiting Homeward Pet Adoption Center. Here are a few quick tips to make the best of your volunteer experience with us:

- **We are counting on you!** If you're signed up, please make every effort to show up, at least 15 minutes early.
  - Take the bus, ride your bike or have a pal drop you off. You can also neighborhood street parking. If driving, give yourself an additional 30 minutes to locate a spot.
- **What to Bring/Wear:** We'll provide you with a volunteer t-shirt to wear during your shift. Wear comfortable clothing and shoes that wouldn't mind get dirty. Bring only what you need and, if possible, keep your belongings on you (wallet/phone/keys). Small bags/coats can be stored at Volunteer Check-In, but space is limited and not secure. Volunteer coordinators are not responsible for items at Volunteer Check In.
- **Checking In:** When you arrive, head to Volunteer Check-In, located to the right of the festival entrance in [Kirkland's Marina Park](#). The Volunteer Coordinators will check you in and provide you with a volunteer t-shirt. Your Area Manager will greet and train you, and take you to the location in which you will be volunteering.
- **Please be flexible.** Like any large event, things are apt to change last minute and we may have to assign you a new volunteer task. If you are uncomfortable with the task assigned to you, please let us know.
- **Free Festival Admission:** Volunteers receive free admission (tasting glass and 10 tasting tokens) to Kirkland Uncorked. Due to WA State Liquor Law, volunteers are not allowed to consume alcohol before or during a shift. Once your shift is over, you can use your free admission. *If you are volunteering on the last shift on Saturday, you can use your admission on Friday or Sunday. The last shift on Sunday can enjoy on Friday or Saturday.*
- **Breaks:** There are no official breaks, but if you need to use the restroom or take a water break, please let your Area Manager know. We will also have snacks and water at Volunteer Check-In.
- **Intoxicated Guests:** If you think someone has had too much to drink, notify your Area Manager to address the situation. Look for slurred speech, fumbling, lack of coordination and loud, angry, boisterous or show behavior.
- **Emergencies:** In case of emergency, contact your Area Manager or someone with a radio and notify them of the situation so that they can take the necessary actions for the severity of the emergency.
- **Checking Out:** Volunteers must check out after each shift to be accounted for and to receive a tasting glass and tokens. Once off duty, we will also ask that you remove your volunteer t-shirt to enjoy the festival as a guest.
- **Feedback:** Please fill out the volunteer evaluation that you will receive via email after the event. Your feedback is really important and makes a difference!

Questions? Not sure what shift(s) you signed up for? [Log into your Bold Hat Shiftboard account](#) and click on "My Shifts" to view your scheduled time slot and volunteer position. You may also contact our Volunteer Specialist at [volunteer@boldhatproductions.com](mailto:volunteer@boldhatproductions.com) with any questions.

## WE LOVE OUR VOLUNTEERS!