



# 2022 Volunteer Positions Overview

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

### **BEER SERVER (20 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

Beer servers will be stationed at one of our beer tap stations during the event. You will accept beer tokens, pour beer, and develop a knowledge of the special brew you are serving to share with the guests.

### **GUEST CHECK-IN & OUT (6 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

All guests must check-in to participate in the event. As a Guest Check-In & Out volunteer you will check in all guests through our event database, Greater Giving; give each attendee their wristband, tasting glass, and tokens; and providing them with basic event information.

### **SILENT AUCTION MONITORING & ORGANIZING (4 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

Silent Auction Monitoring & Organizing volunteers are responsible for setting up and supervising the Silent Auction in the Main Hall, answering any guest questions about the packages/process, transporting the closed/won auction items to the area behind Check-Out in the Main Hall.

### **WALL OF BEER (2 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

The Wall of Beer is comprised of rare and seasonal beers, placed on a “wall” that hides their identity from the game participants. You will facilitate purchases, collect payment, and reset the wall as until they are depleted for the session. \*\*\*Note this position may end early if wall sells out quickly.

### **VOLUNTEER CHECK-IN (2 per session)**

**VIP SESSION: 12:30-2:30 or GA SESSION: 3:30-5:30**

Volunteer Check-In volunteers greet volunteers when they arrive; get them checked-in; give them a session wristband, volunteer shirt, and lanyard; and direct them to where they will be volunteering.

### **MERCHANDISE SALES (1 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

The Merchandise Table is a vital component of Brews for New Avenues, and we will have special hats, bottle openers, and T-Shirts available for purchase! As the Merchandise Sales volunteer you will be set up and maintain the table, collect payment, and answer any questions that attendees may have.

### **BOTTLE CHECK (2 per session)**

**VIP SESSION: 12:45-4 or GA SESSION: 3:45-8**

Bottle Check Attendants will accept bottles of purchased beer from attendees to hold for the evening. You will check in the bottles, mark with the attendee’s bidder number and last name, check them out at the end of the session.



# 2022 Beer Server

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

## ROLE OVERVIEW

Beer servers will be stationed at one of our beer tap stations during the event. In this role, you are responsible for accepting beer tokens, pouring beer, making sure signage matches accurately and displays what's on tap, and helping notify Ryan or Nicole when keg rotation is needed.

## RELEVANT DETAILS

- All beer servers must fill out OLCC regulation form and provide to Volunteer Check-In table. This will be done when you check-in at the beginning of your shift.
- You will have video training available on proper pouring technique specific to this event before the event begins. This will be delivered to you via email. Additionally, pouring lessons will be taught by Nicole Kasten at the beginning of each shift. After checking in downstairs you will meet in the main event room over by the water station at 12:45 or 3:45 to receive your in-person training.
- Beer servers will be collecting tokens from guests for each pour. You will be trained on appropriately sized pours for 1/2 pours (check the details on the back of your tap sign), and full pours.
- All guests will have their ID checked at the door and they will receive an event bracelet to signify they are of proper age, so no need to check their ID.
- Make sure signage matches accurately and displays what's on tap.
- It will be helpful for you to become familiar with your beer's flavor description on the front of your tap signs. If there are specific notes on your beer that are helpful for sharing to guests they will be written on the back of your tap sign (facing you)
- Pouring beer can be messy – please wear clothing you do not mind getting dirty and closed-toe/slip resistant shoes. We will provide you with a volunteer shirt upon check-in.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will NOT have a volunteer room to store your other items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**



# 2022 Guest Check-In & Out

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

## ROLE OVERVIEW

All Brews for New Avenues guests must check-in to participate in the event. As a Guest Check-In & Out volunteer you are responsible for checking in all guests through our event database, Greater Giving, giving each attendee their wristband, tasting glass and tokens, and providing them with basic event information. If you are in a shift that closes out the event you will check out guests and support them picking up their Wall of Beer purchases from the “Bottle Check” and any silent and live auction items that they won.

## RELEVANT DETAILS

- Tickets for both VIP and GA sessions may be purchased in Check-In (although unlikely). The Greater Giving representative will handle all unregistered guests, so please send guests in need of tickets over to their station to register, get their bidder number, and drink tokens.
- We strongly encourage guests to pay for their purchases throughout the event, by providing us with their bidder number to ensure that all purchases are processed simultaneously. We are asking that all guests get a bidder number at check in even if they don't plan to participate in the silent or live auctions.
- VIP Guests will receive T-Shirts, Bags, Event Glasses, 15 Drink Tokens, and their bidder numbers. Please check in the database for the T-shirt size they designated with their purchase. We have limited shirts available and orders were placed based on online orders so only in rare exceptions can we switch out sizes.
- GA Guests receive GA Glasses, 8 drink tokens, and a bidder number. They do not receive T-shirts or bag. Extra shirts and bags **MAY** be available at the Merch Table
- Volunteers present at check-out will receive training on-site for how to close out bidder accounts and gather their winnings. We ask that you are very careful to double check all items going out to the guest alongside their bidder number to ensure that you are giving them the correct items.
- This station will have laptops for check in and check out.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will **NOT** have a volunteer room to store your items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**



# 2022

## Silent Auction Monitoring & Organizing

### EVENT DETAILS

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**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

### ROLE OVERVIEW

Silent Auction Monitoring & Organizing volunteers are responsible for setting up and supervising the Silent Auction in the Main Hall, answering any guest questions about the packages/process, transporting the closed/won auction items to the area behind Check-Out in the Main Hall. They will also organize those auction packages by bidder number to prepare for the Check-Out volunteers.

### RELEVANT DETAILS

- Attendees will bid on items until the section closes – at the time of section closure the highest bidder will win the package. Packages and their corresponding bid sheets (original version of the carbon copy) will then be transported to the room behind check-out to await pickup.
- Auction items may have a single bottle or multiple bottles packaged together. Check the item description plaque to ensure that items are staying together. Do not separate the packages.
- All bid sheets should be collected upon completion of the silent auction and given to Catharine Hunter for entry into the Greater Giving Database. Guests can check carbon copies on table or visit the Check-Out table to find out which package(s) they won.
- Every half hour, check each bid sheet for bidders who selected the “Buy It Now” option. Packages won through “Buy It Now” and the corresponding bid sheet should be taken to the check-out area and given to volunteers who will enter the winner’s information into our database.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will NOT have a volunteer room to store your items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**



# 2022 Wall of Beer

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

## ROLE OVERVIEW

The Wall of Beer is comprised of rare and seasonal beers, placed on a “wall” that hides their identity from the game participants. As a Wall of Beer attendant, your role is to facilitate Wall of Beer purchases, collect payment, and reset the wall as until they are depleted for the session.

## RELEVANT DETAILS

- Beer will be divided into multiple sessions to spread out availability.
- Each entry to the Wall of Beer will be a specified price There Guests can pay by providing you with their bidder number, number of wall of beer purchases and you will enter them into the Greater Giving tablet as purchases. If they do not know their bidder number or call not provide it to you please send them down to the registration space to pick up a new one.
- Beers won from the Wall of Beer CANNOT be opened at the event.
- Direct guests to the checkout area if they would like us to hold on to their purchases at the end of the session. They will be able to collect them from the staff upon their departure at the event by providing us with their bidder number.
- At the end of the evening if there is still beer left in this area we will offer a limited number of “Mystery 6” packs available for purchase for \$50 each.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will NOT have a volunteer room to store your items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**



# 2022 Volunteer Check-In

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:30-2:30 **AND/OR** General Admission 3:30-5:30

## ROLE OVERVIEW

Volunteer Check-In volunteers are stationed at the Volunteer Check-In table. Your role is to greet volunteers when they arrive; get them checked-in; give them a session wristband, volunteer shirt, and lanyard; and direct them to where they will be volunteering. You are also tasked with directing them toward registration upon completion of their shifts to get their tasting glass, beer tokens, and another wristband if they are attending a later session. Inform these late shift volunteers that they can get their tasting glass and tokens in the volunteer lounge after their shift is finished and we will keep the taps open for them.

## RELEVANT DETAILS

- You will have a master schedule of all volunteers for the evening, sorted by shift start times. This is the document you will use to check-in volunteers (please highlight their names when they arrive for their shift).
- If a volunteer arrives later than scheduled shift or does not show up at all please let a New Avenues Staff know and they will assist.
- If a volunteer arrives very early for their scheduled shift please instruct them to wait in the volunteer lounge. They will have to wait to get their tasting glass and tokens until *after* they complete their volunteer shift (unless they are the last shift of the night). Volunteers should arrive at their station 5-10 minutes before it begins. Beer Server volunteers will meet by the water coolers at 15 minutes prior to the session to receive training.
- When volunteers are done with their shift they will return to the check-in desk, let you know they are finished, and you will give them their tasting glass and tokens.
- All beer pouring volunteers must complete OLCC regulation form prior to beginning their shift. You will have these forms provided to you at the volunteer check-in table.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.



# 2022 Merchandise Sales

## EVENT DETAILS

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**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

## ROLE OVERVIEW

The Merchandise Table is a vital component of Brews for New Avenues, and we will have special hats, bottle openers, and T-Shirts available for purchase! As the Merchandise Sales volunteer you will be responsible for setting up and maintaining the table, collecting bidder information or credit cards for purchases, and answering any questions that attendees may have to the best of your ability.

## RELEVANT DETAILS

- Prices for each item will be marked on signage that is visible to the guests. Please learn the pricing before the beginning of your shift.
- Guests can pay by providing you with their bidder number and you will enter them into the Greater Giving tablet as purchases. If they do not know their bidder number or call not provide it to you please send them down to the registration space to pick up a new one. You can also collect cash payments for merchandise.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will NOT have a volunteer room to store your items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**



# 2022 Bottle Check

## EVENT DETAILS

**DATE** – August 27, 2022

**LOCATION** – The Redd , 831 SE Salmon St., Portland, OR 97214

**VOLUNTEER SHIFTS** – VIP Session 12:45-4 **AND/OR** General Admission 3:45-8

## ROLE OVERVIEW

Bottle Check Attendants will be stationed at the Check-Out table in the Main Hall. The bottle check works just like a coat check, where attendees will be able to bring down any bottles of beer they have purchased to be kept in bottle check for the evening, and then checked out when they depart. You will be responsible for checking in the bottles, marking them with the attendee's bidder number and last name, and checking out the bottles later to the appropriate attendee.

## RELEVANT DETAILS

- When you check in-a bottle or bottles, you will write the guest's bidder number, last name, and phone number on the tag; tie the tag around the bottle; and then organize the bottles by last name. If they have multiple bottles you can put the tag onto one of the bags in the bottle check area with their bottles in it.
- Be careful to label all bottles correctly, and place them down securely and gently so that they do not break.
- Bottle check is a free service.
- If a bidder wins a silent or live auction item during their session please be sure to place the checked bottles with the packages they won.
- We will provide you with a fanny pack to carry around with you to hold all of your cash, car keys, and other valuables. We will NOT have a volunteer room to store your items, so please limit what you bring to what you can carry in a fanny pack.
- As a special thank you for volunteering you are welcome to attend the event after your shift is completed.
  - Serving VIP Session 12:45-4 you are welcome to join the GA guests
  - **Serving General Admission 3:45-8 WE ADORE YOU! We will keep the taps open for you at the end of the night!**