

ROCC ALERT

The ROCC N' BY THE RIVER Dinner being held on June 28,2024 at the PaCoChuPuk Pavillon in the Ridgway State Park is fast approaching. A lot of work has been done. BUT, we need help on the day of the event. Please consider helping by signing up for one, or more, of the following volunteer needs.

To sign up, simply send Linda Browning, our ROCC secretary, a message to her e-mail address: browning.lindaski@gmail.com. In addition to letting her know which time slot you are willing to work, please provide your phone number in the event she needs to contact you. Thank you for your consideration.

VOLUNTEER NEEDS

SIGN PLACEMENT: 2 INDIVIDUALS

START TIME: 2:30

FINISH TIME: 3:00

1. PLACE SIGN AT LEFT TURN OFF MAIN PARK DRIVE
2. PLACE SIGN AT ENTRANCE GATE TO PAVILLON PARKING
3. PLACE SIGN AT ENTRANCE OF PAVILLON

SET UP OF TABLES INSIDE PAVILLON- 4 INDIVIDUALS FOR HEAVY LIFTING 2+ FOR WIPING DOWN SURFACES/CLEANING

START TIME: 2:45

FINISH TIME: 3:30

1. PLACEMENT OF PICNIC TABLES ON LOWER LEVEL
2. SET UP OF TABLES:
 1. AT ENTRANCE FOR CHECK IN AND DRINK TICKET DISBURSMENT
 2. MEMBERSHIP TABLE/ROCC INFORMATION TABLE
 3. WIPE DOWN/CLEAN PICNIC TABLES
 4. PLACE CENTERPIECES

MAINTAIN MEMBERSHIP TABLE 2 INDIVIDUALS

START TIME: 4:00

FINISH TIME: 5:30

1. HANDOUT ROCC BROCHURES
2. SIGN UP NEW MEMBERS
3. PACK UP MATERIALS AT END OF EVENT

MAINTAIN CHECK IN TABLE AND HAND OUT DRINK TICKETS 2-3 INDIVIDUALS

START TIME: 4:00

FINISH TIME: 6:00

1. CHECK IN GUESTS FROM SPREADSHEET OF TICKETS SOLD
2. HAND OUT DRINK TICKETS BASED ON NUMBER SOLD PER SPREADSHEET
3. GREET GUESTS ANSWER QUESTIONS

SET UP AND SERVE ALCOHOLIC BEVERAGES- 2 INDIVIDUALS PER SHIFT (4 TOTAL)

FIRST SHIFT: START TIME: 4:00 FINISH TIME: 5:30

SECOND SHIFT: START TIME: 5:30 FINISH TIME: 7:00 (ISH)

1. SET UP TABLE FOR SERVING DRINKS
2. SET UP BAR FOR BEER AND WINE
3. SET UP CUPS/GLASSES FOR BEER/WINE
4. COOLERS WITH ICE AS NEEDED
5. CLEAR DRINK TABLE, PACK UP LEFT OVERS

SET UP AND SERVE DESSERT -2 INDIVIDUALS

START TIME: 6:00 FINISH TIME: 7:00

1. SET UP TABLE
2. PUT OUT SERVICE WARE-SMALL PLATES, FORKS/NAPKINS
3. CUT CAKE AND SERVE ON PLATES
4. CLEAN UP FOLLOWING DESSERT SERVICE, PUT AWAY SERVICE WARE

SET UP AND SERVE NON-ALCOHOLIC BEVERAGES 2 INDIVIDUALS

START TIME: 3:45 FINISH TIME: 7:00 ISH

1. SET UP TABLE
2. PREPARE LEMONADE AND TEA
3. SET OUT CUPS/NAPKINS
4. MAINTAIN FRESH WATER IN COOLER
5. REMAKE LEMONADE AND TEA AS NEEDED
6. COOLERS WITH ICE
7. CLEAN UP, EMPTY ALL CONTAINERS, REMOVE ALL TRASH

CLEAN UP/CLOSE OUT/TRASH REMOVAL-6 TO 10 INDIVIDUALS

START TIME: AFTER SPEAKER, NO LATER THAN 8:15 PARK REQUIRES PREMISES TO BE VACATED AND CHECKED OUT BY 9:00

1. PATROL ENTIRE PREMISES INSIDE AND OUTSIDE AND PICK UP ALL TRASH AND DISPOSE OF IN TRASH BINS
2. MOVE ALL PICNIC TABLE/BENCHES BACK TO ORIGINAL LOCATION.
3. REMOVE ALL BANNERS/POSTERS/EASELS
4. CHECK BATHROOMS FOR CLEANLINESS
5. WIPING DOWN PICNIC TABLES
6. LOAD ALL EQUIPMENT INTO TRUCKS
7. LOCATE HORSESHOES/VOLLEYBALL EQUIPMENT BRING TO PAVILLON

To volunteer, send e-mail to browning.lindaski@gmail.com