

Good morning Wine on the River Volunteers!

Thank you for donating your time this Saturday to help with the 3rd annual Wine on the River fundraising event. The event has a "World Tour" theme and will highlight wines and other adult beverages from regions across the globe. Gates open at 2:30pm for VIPs and 3:00pm for General Admission, and the event ends promptly at 6:00pm. It will be held at the Audubon Aquarium Plaza and adjacent lawn, 1 Canal Street, New Orleans, LA (the paved outdoor area right in front of the aquarium and the adjacent Woldenberg Park lawn.)

Please read all of the info below.

1. Arrival Times & Check In

Setup Team Arrival Time = 12:00pm

Ice Volunteers Arrival Time = 1:00pm

Guest Check In, Wine Pourers, Runners, LHF Tent Arrival Time = 1:30pm

Break Down Team Arrival Time = 5:30pm

All volunteers will be formally checked in at the "Canal Street Entrance" which is located near the Ferry Landing and Aquarium. Each volunteer must have a photo ID to show you are 21 or older. Everyone attending and working the event must be 21 or older. There is no re-entry once inside the event. Please plan to stay for the duration of the event.

2. Parking

Parking is unfortunately not provided by the event. The closest available paid parking lots include Premium Parking ground level lots, Canal Place parking garage, or street meters. We recommend that you carpool or get dropped off/picked up to minimize parking fees.

3. Training

- Set Up Team volunteer training will be conducted upon arrival
 - Guest Check In (Entrances) volunteer training will be held at the event entrances. We will service two lines at each entrance to expedite guest entry.
 - Ice volunteers need to deliver ice to all beverage tables between 1pm-2pm. Deliver 1 bag per large galvanized tub. Replenish as needed throughout event.
 - Runners will help pourers with any needs such as ice replenishments, dump buckets, opening bottles, bathroom breaks, etc.
 - Pouter training will begin promptly at 2pm at the music stage (located near Park Entrance). Please report there ASAP upon arrival.
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- Please communicate with your winery/beer/spirits rep (if available) to get a quick overview on the beverages you will be serving.
 - You are responsible for pouring samples – Use your thumb from the bottom of the glass and don't pour more than to your thumb line (approximately 1 oz. tastings NOT full glasses)
 - DO NOT pour to anyone WITHOUT an EVENT WRISTBAND (PURPLE or SILVER VIP)
 - DO NOT pour to anyone with a WHITE wristband – Designated Drivers
 - DO NOT pour to anyone who appears intoxicated (have someone contact security)

- Separate used and unused product and place in product boxes on opposite side of the tents. Someone will come around at 5:30pm to collect ALL unopened product INCLUDING DISPLAY BOTTLES and wine openers.
- STOP POURING AT 5:45pm! ABSOLUTELY NOTHING AFTER 6PM. At 6pm, bring your large galvanized tubs, small galvanized tubs, and any uncollected corkscrews to the nearest entrance to be collected.

3. Attire

Dress casual and comfortable. The event is 100% outdoors. The weather will be lovely, but keep in mind that it can be very chilly and breezy by the river and the event is rain or shine. Wear comfortable shoes - you will be on your feet for the entire event.

4. Perks!

Upon arrival, each volunteer will receive an event wristband, Wine on the River apron to wear while working (and keep), a bottle of water and small snack, and a souvenir wine glass. Sampling is allowed, however over indulging will have you immediately removed from the event.

5. Food & Alternative Beverages

There will be food & alternative beverages for sale at the event from local restaurants and caterers. Please be prepared to pay with cash and/or credit card to access food from our wonderful food sponsors.

6. Personal Belongings

Please only bring what you can keep on your person. We do not have any secure areas to store personal belongings. We are not responsible for lost or stolen items.

7. The Foundation

The Louisiana Hospitality Foundation's mission is to strengthen Louisiana's hospitality industry through support of individuals within the community. We do this by:

- Supporting workforce development programs directly related to our industry
- Providing access to culinary and hospitality education
- Working to ensure a positive perception of Louisiana's hospitality industry
- Providing financial assistance and/or guidance to people in the hospitality industry during times of crisis.

Watch this short video to learn more about the Foundation:
<https://www.louisianahospitalityfoundation.org/our-story/>

8. Promotional Support

Please encourage your friends, family, neighbors and co-workers to come out to the event. A limited number of tickets are still available now through midnight Friday night at www.wineontherivernola.com. We predict the event will sell out. Proceeds benefit the Louisiana Hospitality Foundation.

9. Supporting Documents

Click to view [Volunteer Information Sheet](https://louisianahospitalityfoundation.org/wp-content/uploads/2018/10/2018-wotr-nola-volunteer-spec.pdf): <https://louisianahospitalityfoundation.org/wp-content/uploads/2018/10/2018-wotr-nola-volunteer-spec.pdf>

Click to view [Event Map](https://louisianahospitalityfoundation.org/wp-content/uploads/2018/10/map-updated.pdf): <https://louisianahospitalityfoundation.org/wp-content/uploads/2018/10/map-updated.pdf>

If you have any questions, please contact Jennifer Kelley at 504-913-5980 or jen@louisianahospitality.org.

Sincerely,

Jennifer Kelley

Executive Director