

Event Captain Responsibilities

Pre-event (and at start of any new shift)

- 1) Meet and check in volunteers, recording names on the event data form
- 2) Get signed waiver forms from anyone who doesn't have a current one on file (one needed per volunteer per year; the sign-in sheet indicates who needs forms)
- 3) Distribute nametags, bandanas, grabbers/pickers, and gloves
- 4) Review proper disposal of all food ware being used at event
- 5) Coordinate station assignments
 - a. see if anyone has location preferences or special needs (inside vs. outside, sun vs. shade, availability of seating)
 - b. if every station can't be covered, prioritize stations with compost containers (if any), and those closest to food/beverage vendors, exits, and high-traffic areas
 - c. if some stations are more (or less) desirable than others, try to give everyone a turn
- 6) Clarify the shift's ending time and let them know what they should do with their equipment at that point (turn it over to a replacement, or hand it in somewhere)

During event

- 1) Monitor a station (if needed)
OR (if all stations are covered by other volunteers)
- 2) Circulate the grounds
 - a. check in regularly with each volunteer to answer questions and provide break coverage
 - b. alert event staff about containers that are getting full, solo or unlabeled containers, or any other issues

Post event (and at end of each shift)

- 1) Collect name tags, bandanas, and picker/grabbers
- 2) Make note of any suggestions or issues to be addressed (notepad in expandable folder)
- 3) Either start over with the incoming crew, or head home!