

## **Parking/Facilities Training**

The purpose of this training document is to provide you with the Gala details and the expectations to successfully support the event. This training material will provide an overview of the following roles: Facilities prep and Facilities Prep and Clean

**Location: Hood and Oak, 11347 S Macksburg Rd, Canby, OR**

### **Performing Duties:**

**Shift One:** June 12<sup>th</sup> from 12pm to 5pm  
June 14<sup>th</sup> from 10am to 3pm

### **Introduction:**

- Welcome & Introduction
- Overview of training objective and agenda and shifts.

### **Shift Responsibilities:**

**Volunteer Role:** Facilities Prep

**Shift One:** June 12<sup>th</sup> from 12:00pm to 5:00pm, and June 14<sup>th</sup> from 10:00am to 3:00pm

**Short Description:** Set up tables, chairs, clean and set up garbage cans, lighting, wine toss game, etc, and offer support to other zones as needed.

On the 14<sup>th</sup>; Complete the tear down, clean up and assist vendors in the recovery of rentals. Organize Gala trailer.

### **Gala Maps:**

- Understand the Maps.  
Please study all maps in the volunteer training manual this will help with our time Management.

### **Setting Up Parking:**

- Know who parks where.
- Set up efficient parking lines.

### **Post Gala Responsibilities:**

- Know what needs to be put away and where it needs to go.

**THERE WILL BE NO DRINKING DURING GALA HOURS. IF CAUGHT DRINKING, YOU WILL LOSE YOUR TOP CREDIT AND BE ASKED TO LEAVE THE GALA.**