

Wine & Water Server 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: water/wine servers and preppers.

No alcohol consumption allowed: Volunteers must refrain from drinking.

Standard Attire: The black and white dress code aims to create an elegant and traditional atmosphere for the gala fundraiser.

- For Ladies Attire: Solid white Russian dresses with white scarves and black accessories. If ladies do not have a white dress, they may wear a solid black dress. However, avoid wearing prints with multiple colors.
- For Men Attire: Black Russian shirts or black collared long-sleeve shirts paired with black slacks.
- Servers:
 - Water/Wine servers and bartenders will wear black with white striped aprons.
 - Food servers will wear solid black aprons.
 - All aprons must be dropped off at the rental dirty dish drop off area.
- All volunteers are required to wear name tags throughout the event. These name tags will be provided by the leads upon signing in.



Event Details:

- **Location:** [Oak + Hood](#)
- **Address:** 11347 S Macksburg RD Canby, OR 97013
- **Shift:** June 13, 2024, from 2:00 PM to 11:00 PM
- **Carpool:** we have limited parking and encourage carpooling.
- **Communications:** You must have signal app it is a requirement for communications.

Signing in and Out: Volunteers connect with the water/wine lead and sign in and out on the volunteer signup sheet to receive credit. Use official/legal name. Completing the entire shift is mandatory; early departure is not permitted. You **MUST** sign out.

Training Requirement: Volunteers must read the Wine & Water Server Training document and the OLCC document "What Every Volunteer Server Needs To Know"

Wine Details: Wine boxes will be labeled with the following categories:

- **Cocktail Hour** – Serve wine and water during cocktail hour. A mix of different wine bottles will be available. The box will be marked with "Cocktail Hour".

- **Wine Toss** –Auction Coordinator will be using this wine for the wine toss game. Random wine bottles will be available. The box will be marked with “Wine Toss”.
- **Dinner** – Serve wine during dinner. The below white and red wine bottle will be available during dinner.

Cocktail and Wine Toss Wine (3:30pm to 5:30pm):



Red Wine

Scenic Valley 2023 Red & Wine & Chill
(33 bottles)



Rose

Scenic Valley 2024
Willamette Valley Rose
(24 bottles)



Red Wine

Scenic Valley 2022
Willamette Valley Pinot Noir
(12 bottles)

Dinner Wine:



White Wine – 60 bottles

2023 Willamette Valley Grüner Veltliner
Scenic Valley
(Salad, Dijok, & Salmon - Main Dish)
#1. 5:35pm - 6:30pm



Red Wine - 30 Bottles

2023 Whole Cluster Pinot Noir
Willamette Valley
(Miso Beef Ribs- Main Course)
#2. 6:30pm - 7:30pm



White Wine – 24 bottles

2023 Willamette Valley Gruvey
Scenic Valley
(Desert)
#3. 7:30pm - 7:40pm

Perform Duties: June 13th from 2 pm to 11 pm

Gala Detailed Schedule:

- **2:00-3:30 Set Up/ Prep Time (Feed the volunteers Pizza at 2:00PM)**
- **3:30 Guest Arrival**
- **3:30-5:30 Cocktail/Appetizers (Serve Cocktail wine)**
- 5:15-5:30 Dan the Auctioneer 15 Minute Dinner Alert
- 5:30-5:32 Dan will introduce himself and Welcome Everyone
- 5:32-5:35 Prayer for Dinner (Larry)
- **5:35-5:40 Introduce Chef Nona while Salad is served (Serve White Wine - Grüner Veltliner)**
- 5:40-5:45 Introduce Larry Semerikov Speech
- 5:45-5:50 Introduce Principal Ulita Seleznev
- 5:50 HTPS Students Walking Up to Stage Speech
- **5:50-6:10 Ulita Introduces HTPS Students Singing while soup is served. (Serve White Wine - Grüner Veltliner)**
- 6:10-6:30 Intermission/Social Time/ Reminder check out all Auction Items
- **6:30-7:35 Live Auction Starts/Main Entree Served (Serve Grüner Veltliner with Salmon and Pinot Noir Red Wine with Beef Ribs)**
- 7:30-7:40 Dessert Served (Serve Gruvey white wine)
- 7:35-8:00 Appeal (General Operations and TAP), and Thank You Speech
- 8:05 Announce Raffle Drawing Winners (Raffle Order: Pontoon Adventure, Costa Rica Trip, and Golden Ticket.)
- 8:35-9:00 Remind Guests to Pick Up Winnings and Have a Blessed Night! (Last call for wine at 8:50pm)
- **9:00-11:00 CLEAN UP!!! Every volunteer must clean.**

Kitchen, Wine/Water Station, Volunteer Rest Area, and Rental dirty dish drop off Layouts

Below is the map showing the setup for the wine/water station, volunteer rest area, dirty dish drop-off stations, and the exterior kitchen location at the venue.

Please pay close attention to the arrows on the map:

- **Blue arrows** indicate the path for **food servers**
- **Red arrows** indicate the path for **drink servers**

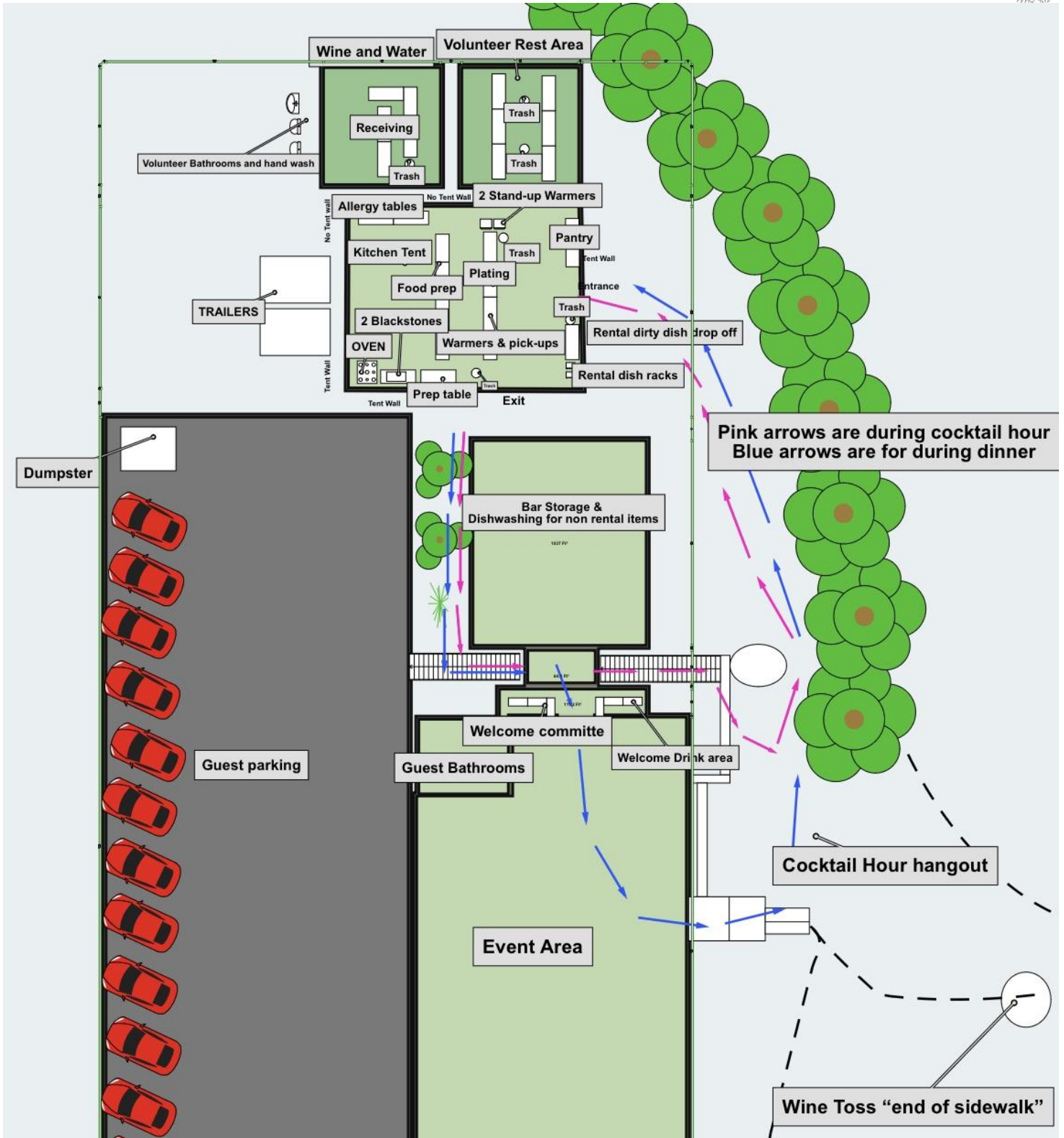
To ensure everything runs smoothly, let's respect each other's work areas and stick to the designated walking routes (counterclockwise). This will help avoid congestion and keep things moving efficiently.

Gala Floor Plan

Here's the layout for the gala, and it's important to note:

- Kindly avoid lingering in front of guests. If you're not actively involved in gala tasks, please stay out of sight. You can be in the volunteer rest area taking a break.
- **Directional Arrows:** Please follow the arrows on the map for entering and exiting the venue:
 - **Pink arrows** indicate the designated route during **cocktail hour**.
 - **Blue arrows** indicate the route to use during **dinner service**.

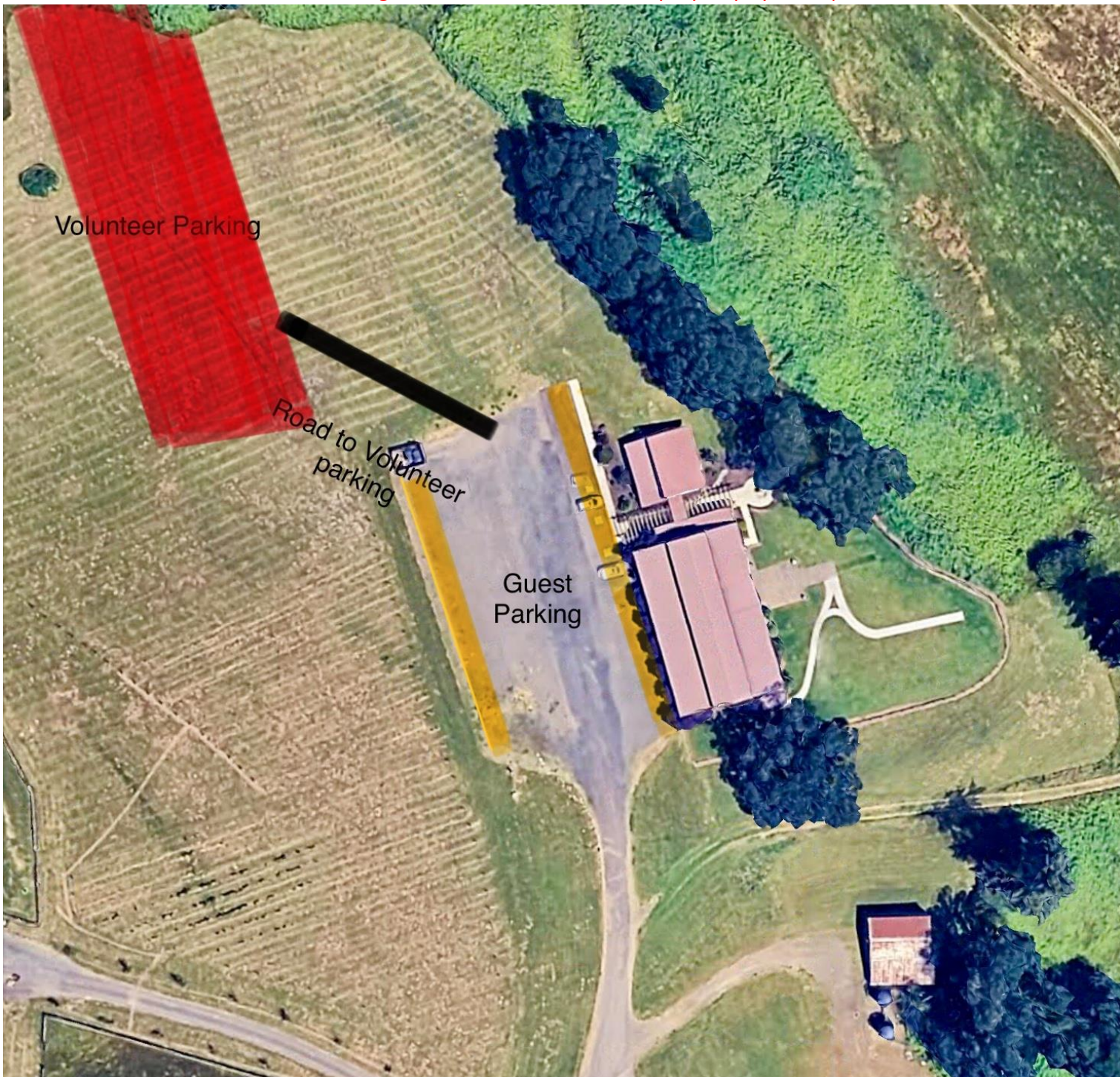
- It's important **not to walk through the event building during cocktail hour**, as the entrance will be crowded with guests checking in. Please use the marked paths to avoid congestion and ensure smooth flow.
- **Refrigerator Trailers:** Two refrigerated trailers will be available for storing food, ice, and drinks. The trailer closer to the wine/prep tent will have the chilled wine.
- **Restrooms:**
 - The restrooms within the event area are reserved for **guests only**.
 - **Volunteers** must use the designated porta potties located in the volunteer area.
- **Rented Dishes:** Do **not** wash rented dishes. Please place them in the designated *rental dirty dish drop-off area*.
- **Non-Rented Kitchen Supplies:** These items must be washed **before** being stored in the event trailer. A small kitchen is available for washing, located in the building situated between the outdoor kitchen and the main event building.
- Our goal is to have all equipment **washed, cleaned, and packed** in the trailer by **11:00 PM** on the night of the event.
- The following day, we will **unload the trailer, sort all equipment, and return items** to their appropriate storage locations.



Gala Volunteer Parking

Expecting 160 Gala guests and 90 volunteers the day of the event. Parking at the venue is limited, so it's crucial to carpool to the event. Coordinate with fellow volunteers to share rides. We kindly request that you carpool with a **minimum of four people**. If you need to drop off items, park your vehicle in the guest parking lot temporarily, then relocate to the designated volunteer parking area. If you don't have any gala supplies to drop off, simply park directly in the volunteer parking area. The parking attendants will assist you in finding a suitable spot.

IMPORTANT NOTE: All volunteers and guests must leave the venue property by 11:00pm.



Volunteer Sign-In Sheet: To ensure a successful gala event please arrive on time and do not leave before your shift ends.

Example Sign In Sheet:

Gala Event: _____

Date: _____



It's crucial to arrive on time, sign in upon arrival, and sign out when you leave. Please ensure all columns are filled out neatly with legible handwriting.

#	First & Last Name	Cell #	Arrival Time	Depart Time
1.				
2.				
3.				
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Clean-Up Duties:

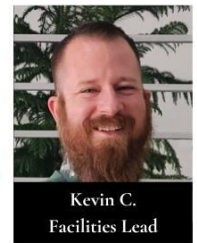
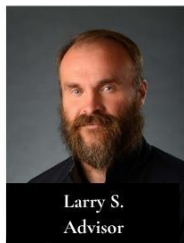
All volunteers are required to help with cleanup duties during the last two hours of their shift. The following tasks must be completed:

- Gather all rectangle and round tables and place into the school's event trailer.
- Gather all rental chairs in the store in the storage area where the audio staff was set up.
- Empty all trash cans and dispose of trash bags in the dumpster.
- All rental dishes must be put into the dish racks before 10:00 pm. The vendor is picking up the dishes by 10:00pm.
- Outdoor kitchen area needs to be all cleaned out by 10:00 pm. The vendor will be arriving by 10:00 pm tear down tent.
- If you have completed cleaning your assigned area, inquire with the Facilities lead for additional cleanup tasks.

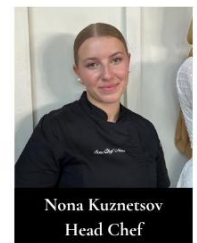
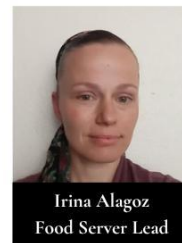
- Place all used aprons, towels, and tablecloths near the rental dirty dish drop off in a bag, then load the bag into the event trailer. The laundry volunteer will pick up the items the following day to wash them.
- Clean up your assigned area first and then assist other volunteers with their cleaning tasks.
- Dispose of all trash bags in the dumpster bin situated in the guest parking area. Refer to the venue diagram for the dumpster location.
- Clean up after yourself. Throw your own cups and paper plates into the trash. Throw empty pizza boxes into the trash.
- All guests and volunteers must leave the venue by 11:00pm.

Gala Planning Team

If you have any questions about any activities that are not part of your primary responsibility, please do not hesitate to reach out to any of the planning leads.



Meet The Team
2025 HTPS
The Great Pearl
GALA LEADS



Volunteer Role: Water/Wine Server

Short Description: Serves water and wine during cocktail hour and dinner

Volunteer Quantity: 8

Volunteer Qualifications:

- Must be 21 years of age
- Must complete the Gala Wine/Water training
- Some experience serving water or wine. (Preferred)

Prep Responsibilities:

- 2:00 pm - Arrive at the venue at 2 pm. Meet with the lead to sign onto the Volunteer Sign-Up Sheet.
- 2:00 pm to 3:00 pm - After signing in help set up the water/wine station. Eat Pizza at 2:30pm.
- 3:00 pm – 3:30pm Overview of assigned tables & a refresher of responsibilities. Also, hand out aprons, white towels, name tags to all water/ wine servers.

During the Event Responsibilities

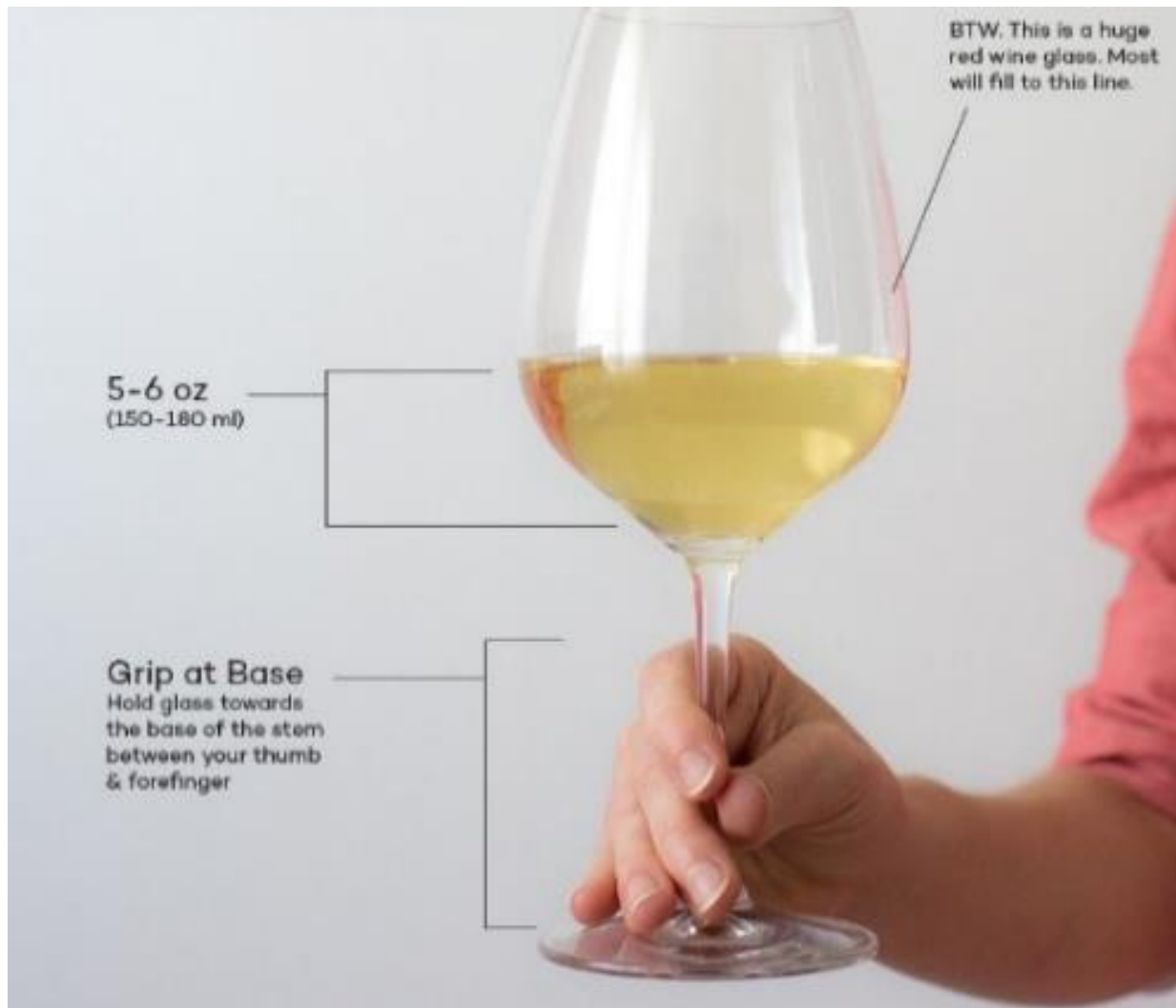
- **Cocktail/Appetizers:**
 - 3:30 pm to 5:20 pm –
 - Rotate 4 wine servers walk around and serve wine in the plastic Wine Glasses stored in the wine/water station.
 - Rotate 4 water servers walk around and serve wine in the plastic glasses stored in the wine/water station.
 - Remove any empty or unattended drinks. If plastic dispose of the cup and if it's a glass cup, then give it to the dishwasher at the non-rental dirty drop off station to wash and restock glasses.
 - 5:20 pm to 5:30 pm - place ice water pitchers on the dinner tables.
- **During Dinner:**
 - 5:30 pm to 9 pm –
 - Serve wine to the tables assigned. Remove unused water cups, wine glasses, beer cups, and cocktail drinks from the dinner tables.
 - **If you are not too busy** and the guest asks for a cocktail drink or beer, then take the order. The bartender will make the drink, and you will deliver it to the guest. **If you are too busy** inform one of the bartenders and they can help, take the order.
 - Cocktail beverages: Smokey Pearl, White Siren, Sea Spritz, Old Fashion, Moscow Mule, Mojito
 - Beer beverages: Michelob Ultra-Light, 10 Barrels Apocalypse IPA, Busch Light, Busch N/A
 - Seltzers: Michelob Ultra-Light Flavors Cucumber Lime, Watermelon Strawberry, Spicy Pineapple, Grapefruit Melon

After Dinner Responsibilities:

- 9:00 pm to 9:30 pm - After dinner is completed and guests leave their tables remove remaining water cups, wine glasses, and pitchers from the table.
- 9:30 pm to 11:00 pm - Complete clean duties in this training document on pages 8 and 9. After the gala is done, put extra wine bottles into the wine leads truck.

Wine Server Guidelines:

- **Present Bottle:** Present the wine bottle to confirm the guest would like to have a glass of wine. Hold the wine bottle towards the guest and state the name of the wine. Once the guest approves, you can begin pouring the wine.
- **Pouring:** Pouring should be performed clockwise around the table on the right side and away from the guest. You don't want to pour over the table or the guest. While pouring grip the base of the glass. Pour 5-6 oz of wine.
- **Removing Wine Glass/Cups:** Always clear from the guest's right side and follow a clockwise order around the table.
- **Posture** - Always exhibit proper posture. Do not slouch, cross your arms, or put your hands in your pockets.
- **No Eating and Drinking** - Never eat, drink, or chew gum in front of guests. **Staff volunteers are not permitted to drink.**
- **No Pointing /Reaching across Guests** - Never point or gesture toward a guest. Do not reach across guests. Always serve guests from the right side.
- **White Towel:** Hold a white towel over your arm at all times to prevent and clean up spills discreetly.



Volunteer Role: Water & Wine Preppers

Short Description: Prep water pitchers and wine bottles for water/wine servers.

Volunteer Quantity: 2

Volunteer Qualifications:

- Must be 21 years of age
- Must complete the Gala Wine/Water training
- Some experience serving water or wine. (Preferred)

Prep Responsibilities:

- 2:00 pm - Arrive at the venue at 2 pm. Meet with the lead to sign into the Volunteer Sign-Up Sheet.
- 2:00 pm to 3:00 pm - After signing in help set up the water/wine station. Eat pizza at 2:30pm.
 - Stock up the Wine station with supplies (ice, bottle openers, rags etc.)
 - Stock up the wine station with water
 - Store plastic wine glasses
 - Store the red wine in the wine booth area
 - Store the white wine in the walk-in refrigerator trailer.
- 3:00 pm to 3:30 pm – Overview of responsibilities. Also, hand out aprons, white towels, and name tags to all water/ wine servers.
- 5:10 pm – open 10 red wine bottles and place a wine aerator each wine bottle. Keep aerators separate for white and red wine. If necessary, rinse aerators thoroughly between serving red and white wine.
- 5:20 pm - prep 15 ice water pitchers and hand to water servers at 5:30 pm to place at the dinner tables.

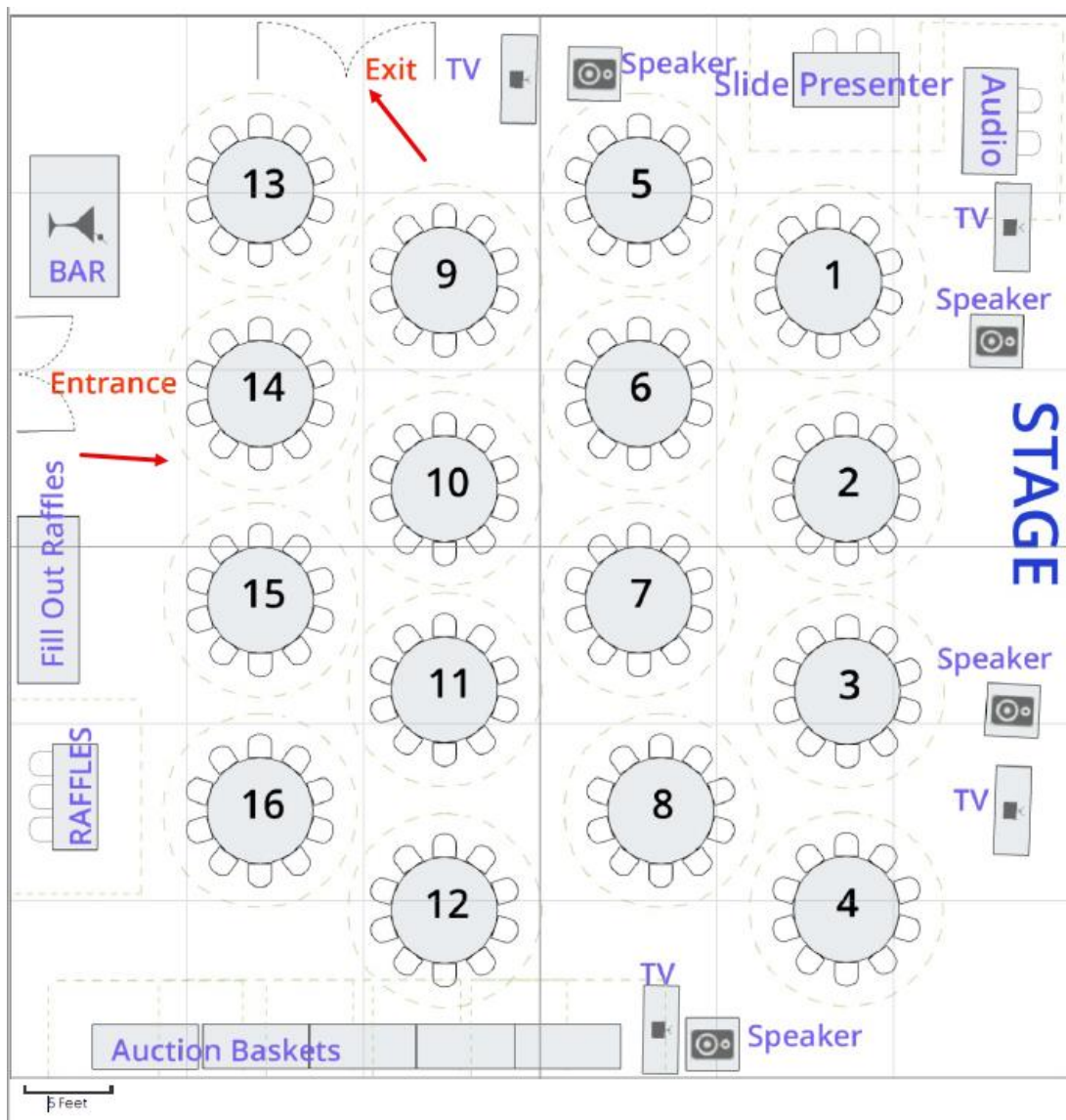
Supplies Checklist: Ensure all supplies for your area are available:

- 11 black & white aprons with towels for wine/water server lead and servers. (return to the water/wine serving area)
- 10 extra rags to wipe spills and keep wine area clean. Ask the Cleaning lead where the rags are. (return to the water/wine serving area)
- 15 water pitchers
- 20 aerators
- 2 Wine bottle openers
- 1 cooler to store ice
- 11 name tags (return to the water/wine serving area)
- 40 gallons of water
- Sparkling Water at the bar prep area
- Red & White wine
- Ice is stored in the trailer freezer
- Beverage/Cocktail cheat cards

Dining Area Layout Overview & Assignments:

- Tables 1 & 2 – Water & Wine Server: TBD during training
- Tables 3 & 4 – Water & Wine Server: TBD during training
- Tables 5 & 6 – Water & Wine Server: TBD during training
- Tables 7 & 8 – Water & Wine Server: TBD during training
- Tables 9 & 10 – Water & Wine Server: TBD during training
- Tables 11 & 12 – Water & Wine Server: TBD during training
- Tables 13 & 14 – Water & Wine Server: TBD during training
- Tables 15 & 16 – Water & Wine Server: TBD during training

Lead has the sign-up sheet



Read and Sign OLCC Document:

The lead has the “What Every Volunteer Server Needs To Know” document for you to sign.

Example Document.



What Every Volunteer Alcohol Server Needs to Know

Serving alcohol is serious business

Every volunteer wants to participate in a successful community or social event. If you volunteer to serve alcohol at an event, you must take steps to ensure it is served safely and lawfully.

Why? Because serving alcohol is serious business and can impact the success of your organization. Serving alcohol irresponsibly can lead to violations of the law, resulting in fines or the future denial of a liquor license for your organization. It may also lead to death or injury. You could be held liable for any damages that result.

This pamphlet will help you serve alcohol responsibly. If you have any questions or would like additional assistance, please write or call us.

Acceptable ID for Alcohol can be found under Signs at

https://www.oregon.gov/olcc/lic/Pages/license_form_publications.aspx

Tips for serving alcohol responsibly

- ❑ Alcohol is a powerful drug. Never serve alcohol to anyone who shows signs of intoxication.
- ❑ Never serve alcohol to anyone under 21 years of age. Minors and alcohol are an illegal and deadly combination.
- ❑ The law requires you to always check the identification of anyone who looks under 26 years old.
- ❑ Don't take a chance...if you are not convinced a person is 21 or older, do not serve that person alcohol. It is always better to be cautious when serving alcohol.
- ❑ Alcoholic beverages must stay within the licensed area. Don't allow anyone to take alcohol out of the designated service area.
- ❑ If it looks like a problem or fight is about to break out, call security immediately. Don't allow your patrons to get out of control.
- ❑ If you see signs of illegal activity, such as drug use or possession, harassment, public urination - call security immediately.
- ❑ If you suspect someone is giving alcohol to a minor, do not serve that person any more alcohol and alert