

## Facilities/Parking 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 support and parking attendants.

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

**Attire:**

- 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.

### Introduction:

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

**Volunteer Role:** Parking

**Shift:** June 5th from 1:00pm to 11:00pm

**Short Description:** Direct traffic and parking, offer facility support to other zones as needed.

Direct all guests to the welcome committee to check in. After the Gala is complete, clean up and tear down tents, load up trailer, etc. until completion of shift.

**Volunteer Quantity:** 4

### Training Requirement:

Volunteer must read both the [General Training](#) and the Parking Training. Additionally, must attend the Parking Training scheduled for Friday, June 05, 2026, starting at 1:00pm.

### Gala Schedule & Maps:

- Day of Schedule
- Understand the Maps to be able to direct traffic.

### Setting Up Parking:

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

### Day Of Parking:

- Map of parking lot attendant spots
- Understanding each roles responsibility
- Ensure cleanliness of all parking lots

### Post Gala Responsibilities:

- Know what needs to be put away and where it needs to go.
- Direct all guests to welcome committee before entering the Gala.

### Conclusion:

- Service with a smile
  - Be helpful, be kind.
- Time management:



- Know the schedule, where you need to be, and what you need to do.
- If you don't know what to do, ask Kevin.

**THERE WILL BE NO DRINKING DURING GALA HOURS. IF CAUGHT DRINKING.**