



Fundraising Opportunity: Service Groups **Prospective Applicant Handbook**

Welcome to The Festival of Mountain and Plain ... A Taste of Colorado 2018!

We look forward to partnering with many new and returning service groups in this year's festival! We appreciate your assistance in building a respectful, inclusive festival environment that is welcoming to all volunteers and festivalgoers. We have prepared this handbook to provide an overview of the festival's policies and guidelines. Additional instructions will be provided upon your invitation to participate in the festival.

Please carefully review this handbook prior to submitting an application to participate. Returning vendors, please make note of the changes in the festival in 2018!

A Brief History of the Festival

The Festival of Mountain and Plain ... A Taste of Colorado (the "Festival") has been a Labor Day tradition in downtown Denver since 1984. The Festival is a free-admission event on September 1, 2, & 3, 2018 in Civic Center Park. Over the decades, the Festival has hosted nationally renowned music acts and some of Colorado's greatest restaurants and chefs!

The Fundraising Opportunity

Service Groups that participate with the Festival provide volunteers who assist Festival Management in the sale of beverages. In return, the Festival makes a donation to the service group in relation to the number of hours the group volunteered.

General Information

Festival Dates & Hours:

September 1, 2018	Saturday	11:00am – 10:00pm
September 2, 2018	Sunday	11:00am – 10:00pm
September 3, 2018	Monday	11:00am – 8:00pm

We are NOT operating the Festival on Friday August 31, 2018!

Service Group Application Deadline: May 13, 2018

In order to be eligible for consideration in the fundraising program, a group must be a Colorado non-profit or community service group and capable of providing enough volunteers to meet minimum staffing requirements.

Service Groups must submit a W-9 with the application to be considered for participation. A new W-9 must be submitted each year.

The Festival reserves the right in its sole discretion to select or decline any organization for participation.

Service groups that participated in 2017 are given priority consideration and placement in 2018.

Service Groups will be notified of their participation status on **May 25, 2018**. Each Service Group must submit the finalized schedule of volunteers no later than **July 31, 2018**.

The Service Group application is available online at www.atasteofcolorado.com.

Department Manager: Sarah Megna (Sarah@ATasteofColorado.com)

Department Coordinator: Emma Sabik (ServiceGroups@ATasteofColorado.com)

FUNDRAISING PROGRAM'S OVERVIEW

The Festival provides Service Groups (community groups or non-profit organizations) with an exciting fundraising opportunity. An accepted service group may provide volunteers for the Festival and in return the Festival makes a donation to their group.

Each accepted Service Group will be assigned a specific role in the Festival based on the number of volunteers the group anticipates will participate. The Service Group will be provided a schedule of volunteer shifts that must be filled with volunteers. The Service Group then organizes their volunteers and fills each shift with a specific person and returns the names of volunteers back to the Service Group Coordinator.

Each Service Group is rated based on how many volunteers are provided, the overall attitude and demeanor of volunteers, and whether there were any deviations from the scheduled number of volunteers. The Festival Management will consider the Service Groups overall rating and the total number of hours volunteers contributed when determining the size of the donation made to each service group.

The categories of service group assignments are:

- Beverage Stand
- Ticket Stand
- Floaters

Floaters are not pre-assigned to a specific area, but instead are placed in a booth by the Service Group Coordinator on the day of the event as needed.

BEVERAGE STANDS

For Service Groups assigned to a Beverage Stand, there are two types of Beverage Stands: Alcoholic Beverage Stands and Non-Alcoholic Beverage Stands.

Each Beverage Stand has a Stand Manager hired by the Festival who is responsible for managing the Service Group assigned to the booth, monitoring the inventory and quality control, and maintaining high efficiency in sales.

Stand Procedures

The purpose of Beverage Stands is to sell beverages to the public.

The volunteers, under the direction of the Stand Manager, have the following responsibilities:

- set up the stand each morning
- assist in the Stand Manager's morning inventory
- batch (mix) products for sale
- sell beverages to the public
- assist in closing the stand each evening
- assist in the Stand Manager's evening inventory
- aid the Stand Manager in managing additional duties necessary

Age Requirements

Non-Alcoholic Beverage Stands

Volunteers must be at least **13 years of age** to assist in a beverage stand selling non-alcoholic beverages.

- Volunteers between ages 13-15 years must be accompanied by an adult volunteer. One adult may be responsible for up to 5 volunteers between the ages of 13 – 15. Younger children are not permitted in the Beverage Stand.

Alcoholic Beverage Stand

Volunteers must be at least **18 years of age** to assist in a beverage stand selling alcoholic beverages.

- All volunteers must show a valid, photo ID stating their age at the beginning of each shift.

Additional Rules for Alcoholic Beverage Stand Volunteers:

- The legal drinking age for alcoholic beverages in Colorado is 21 years of age. For a person born after the current date in 1997, it is illegal to be served alcohol.
- You are required to see a valid, unexpired ID indicating any and all persons who appear under 30 years of age are over 21 years of age each and every time they are served alcohol.
- There is a two (2) drink limit per customer per order.
- Any disputes involving ID's or other problems should be IMMEDIATELY referred to the Stand Manager who will contact security or Festival Management if necessary.
- DO NOT SELL ALCOHOL TO ANY PERSON YOU BELIEVE IS SELLING OR GIVING ALCOHOLIC BEVERAGES TO MINORS OR TO THOSE WHO APPEAR INTOXICATED. NOTIFY YOUR STAND MANAGER TO ANY ISSUES IMMEDIATELY.

TICKET STANDS

Some service groups are assigned to volunteer in a Ticket Stand. Each Ticket Stand has a Stand Manager who is hired by the Festival and is responsible for managing the Service Group assigned to the booth, monitoring the inventory, and maintaining high efficiency in sales and quality control.

Stand Procedures

The purpose of Ticket Stands is to sell Festival Tickets to the public. The public may only use Festival Tickets to purchase food and beverages.

The Volunteers in each stand are responsible for taking direction from the Stand Manager to:

- set up the stand each morning
- assist in the Stand Manager's morning inventory
- assist in closing the stand each evening
- assist in the Stand Manager's evening inventory

- aid the Stand Manager in managing additional necessary duties

Ticket Stand Sales Transactions

All ticket sales transacted during the Festival may only be made with 2018 Festival Food & Beverage Tickets in exchange for cash. No credit card transactions are accepted.

Tickets should always be treated as cash.

Age Requirements

Volunteers must be at least **16 years of age** to work in a Ticket Booth.

- Volunteers between ages 16-17 years must be accompanied by an adult volunteer. One adult may be responsible for one volunteers between the ages of 16 – 17.

FLOATER VOLUNTEERS

Service Groups assigned as Floaters will be classified as either Beverage Floaters or Ticket Floaters. Ticket Floaters must be familiar with the rules and procedures for volunteering in a ticket booth. Beverage Floaters must be familiar with the rules and procedures for volunteering in any beverage booth (including ones that sell alcoholic beverages).

Service Groups assigned as Floaters may be split up and individual volunteers may be assigned to various stands around the Festival.

Age Requirements

Volunteers working as Floaters must be **age 18 and older** and have a valid photo ID at all times.

VOLUNTEERS WITH SPECIAL NEEDS

Volunteers with special needs should contact the Festival's Service Group Coordinator no later than August 10, 2018. The Festival will try to accommodate each person's individual needs. Please do not register persons with special needs without contacting the Festival's Service Group Coordinator first.

Thank you for your interest in the fundraising opportunities with

A Taste of Colorado 2018!