

GREAT THANKSGIVING BANQUET

Serving Opportunities 2023

Event Date is Wednesday, November 22, 2023

***** All opportunities are located at the Sonoma County Fairgrounds unless otherwise indicated *****
VOLUNTEERS UNDER 18 MUST BE ACCOMPANIED BY AN ADULT

PRE-EVENT TASKS

Position	People	Shifts	Description
<p>Pre-Event Tasks: Coat Sorting</p> <p>At the Redwood Gospel Mission Event Center 1821 Piner Road Santa Rosa</p>	<p>20 people each shift</p> <p>All ages welcome (minors must be with adult)</p> <p>Great group opportunity. Opportunities for those with varying physical abilities.</p>	<p>LOCATION: RGM Event Center 1821 Piner Road Santa Rosa</p> <p>Wednesday, October 18th 5:30pm-7:30pm</p> <p>Saturday, October 21st 10am-Noon 1pm-3pm</p> <p>Wednesday, November, 8th 9am-Noon</p>	<p>Inspect coats for wear and tear and stains. Hang coats by gender, size, and age. Write coat tags (if you prefer to sit).</p>
Position	People	Shifts	Description
<p>Pre-Event Tasks: Food Inventory in preparation of Food Packing</p>	<p>6 people</p> <p>Minimum Age is 15: 1 child per adult.</p> <p>Please call 707-578-1830 if bringing minors.</p> <p>Able to count and record food quantities. Able to lift up to 30 pounds.</p>	<p>Wednesday, November 15th 9:00am-1:00pm</p> <p>Thursday, November 16th 9:00am - 1:00pm (if needed)</p>	<p>Inventory donated food items in preparation for Saturday's food packing day. Move and organize food to expedite food packing assembly line. Other duties as requested by Food Manager. Clean up area before end of shift.</p>

Position	People	Shifts	Description
Pre-Event Tasks: Food Packing	30 people Minimum age is 7: 2 children per adult. Please call 707-578-1830 if bringing minors.	Saturday, November 18th 9:00am-Noon	Pack food bags in a fast-moving assembly line. Possible lifting of up to 30 pounds for adults. Other duties as requested by Food Manager. Clean-up area before end of shift.
Position	People	Shifts	Description
Pre-Event Tasks: Turkey Smoke: Meat Shredder / Kitchen Assistant	15 people per shift Must be at least 18 years old. Strong hands recommended. Able to stand throughout shift.	Saturday, November 18th 10:00am-Noon 11:45am-2:00pm 1:45-4:00pm	Pull meat off the smoked turkeys. Wrap turkey meat for the Great Thanksgiving Banquet. Assist in kitchen as needed. First shift helps with set-up. Last shift helps with clean-up of area.
Position	People	Shifts	Description
Pre-Event Tasks: Coat Distribution Set-Up	2 STRONG people	LOCATION: Sonoma County Fairgrounds Tuesday, November 21st 10am-Noon	Unload heavy bags of coats from large boxes. Other duties as requested by Coat Manager.
Position	People	Shifts	Description
Pre-Event Tasks: Coat Distribution Set-Up	15 people each shift All ages welcome (minors must be with adult). Great group and family opportunity.	LOCATION: Sonoma County Fairgrounds Tuesday, November 21st 10am-Noon Noon-1pm 2pm-4pm	Hang coats by gender, size, and age. Make sure each coat pocket has an encouraging message. Other duties as requested by Coat Manager.

Position	People	Date	Description
<p>Pre-Event Tasks: Cookie/Muffin/Brownie Baker</p>	<p>Anyone can participate. May qualify for school community service hours. Great opportunities for groups to serve together.</p>	<p>Drop off Tuesday, Nov. 21 or Wednesday, Nov. 22</p> <p>* See Drop-off options in Description</p>	<p>Homemade items preferred. Bake (at home) a minimum of 2 dozen cookies, brownies, lemon bars, muffins or other cafe-style goodies that don't require utensils. Please pre-cut your items in serving size portions and bring in a disposable (recycleable helpful) container. These items go in our free cafe for guests in our hospitality area.</p> <p><u>Drop-off Options:</u> Tuesday, November 21st *RGM Office, 1821 Piner Road - 8am - 5pm *Fairgrounds (Grace Pavilion) - 10am - 2pm</p> <p>Wednesday, November 22nd * Fairgrounds (Garrett Hall) - before 10am or bring with you if volunteering</p> <p>Go to the Garden Building (Volunteer Check-In) at Fairgrounds for a signature verifying service hours if needed.</p>
Position	People	Date	Description
<p>Pre Event Tasks: Donate Bananas, Cuties and String Cheese</p>	<p>See Description</p>	<p>Drop off Tuesday, Nov. 21 or Wednesday, Nov. 22</p> <p>* See Drop-off options in Description</p>	<p>Donate either: * One bunch of bananas * One bag of cuties * One 24-count bag of string cheese These items go in our free cafe for guests in our hospitality area.</p> <p><u>Drop-off Options:</u> Tuesday, November 21st *RGM Offices, 1821 Piner Road - 8am - 5pm *Fairgrounds (Grace Pavilion) - 10am - 2pm</p> <p>Wednesday, November 22nd * Fairgrounds (Garrett Hall) - before 10am or bring with you if volunteering.</p>

DAY OF EVENT - WEDNESDAY, NOVEMBER 22, 2023

Event is from Noon to 7pm

VOLUNTEER CHECK-IN

Position	People	Shifts	Description
Volunteer Check-in	<p align="center">6 people per shift Must be at least 18 years old Friendly and welcoming.</p>	10:00 - 1:00	Greet and check in volunteers. Clean up area at end of last shift.
		12:45 - 3:45	
		3:30 - 6:00 includes clean-up	

Position	People	Shifts	Description
Volunteer Check-in Computer Support	<p align="center">1 person per shift Minimum Age is 15: 1 child per adult Friendly and welcoming. Comfortable assisting folks with a computer.</p>	10:00 - 1:00	Assist volunteers to complete an online application if necessary. Assist with volunteer check-in as time permits. Clean up area at end of last shift.
		12:45 - 3:45	
		3:30 - 6:00 includes clean-up	

Position	People	Shifts	Description
Volunteer Check-in Photographer	<p align="center">2 people per shift Minimum Age is 15: 1 child per adult Friendly and welcoming. Good with a camera.</p>	10:00 - 1:00	Take profile pictures of our volunteers as they check in so that we can upload into the volunteer database. We will provide the camera.
		12:45 - 3:45	
		3:30 - 6:00 includes clean-up	

CHAPEL

Position	People	Shifts	Description
Buck Stamper	<p align="center">6 per shift Minimum Age is 12: 1 child per adult. No children under 5 years old. Friendly and approachable. Able to communicate clearly.</p>	11:00 - 1:45 includes set-up	Validate "Banquet Bucks" (vouchers for family food boxes) for guests as they leave the chapel service. Other tasks as requested by Chapel Manager. First shift helps set up area. Last shift helps clean up area.
		1:30 - 4:00	
		3:45 - 6:45 includes clean-up	

Position	People	Shifts	Description
Chapel Line Leader	3 people per shift 2 people last shift Must be at least 18 years old. Warm, approachable and comfortable interacting with guests. Able to stand throughout the shift.	10:45 - 1:45 includes set-up	Greet and welcome guests. Assist guests lining up in preparation for chapel. First shift helps set up area. Last shift helps clean up area.
		1:30 - 4:30	
		4:15 - 6:45 includes clean-up	
Position	People	Shifts	Description
Chapel Usher	6 people per shift Must be at least 18 years old. Warm, approachable and comfortable interacting with guests. Able to stand throughout the shift.	11:00 - 1:45 includes set-up	Direct guests to their seats, distribute booklets, answer questions about the event and direct guests to other venues. At end of each service, direct guests to buck stamper area per appropriate section. First shift helps set up area. Last shift helps with clean-up of area.
		1:30 - 4:30	
		4:15 - 6:45 includes clean-up	
COAT DISTRIBUTION			
Position	People	Shifts	Description
Coat Distribution	16 people per shift Minimum age is 12: 1 child per adult Patient with good customer service skills. Able to be on your feet and walk throughout shift.	11:30 - 2:30	Help guests select a coat. Carry coats from the rack in the back of the booth to guests at the front of the booth. Last shift helps with clean-up of area.
		2:00 - 5:00	
		4:30 - 7:30 includes clean-up	
Position	People	Shifts	Description
Coat Distribution Greeter	4 people per shift (at least 2 Spanish/English bilingual per shift) Minimum age is 16: 1 child per adult Outgoing, patient and friendly. Able to write in English. Able to be on your feet and walk throughout shift.	11:30 - 2:30	Greet and warmly welcome guests. Write a ticket for each guest indicating what type of coat they would like. Bilingual volunteers to translate as needed. Assist coat distributors as needed. Last shift helps with clean-up of area.
		2:00 - 5:00	
		4:30 - 7:30 includes clean-up	

Position	People	Shifts	Description
Coat Safety Team	1 person per shift Must be at least 18 years old Patient, gently firm and friendly. Able to be on your feet throughout shift.	11:45 - 2:30	Monitor the line area to prevent guests coming in from the side. Troubleshoot and help minimize frustration for the guests. Assist coat distributors as needed. Last shift helps with clean-up of area.
		2:15 - 5:00	
		4:45 - 7:00 includes clean-up	
Position	People	Shifts	Description
Coat Distribution Hangers	8 people per shift Minimum age is 9: 1 child per adult Able to reach rack in order to hang a coat.	11:45 - 1:45	Take coats out of storage bags and hang on racks according to size. Re-hang returned coats. Keep coat booth organized. Minimal to no guest interaction. Last shift helps with clean-up of area.
		1:30 - 3:30	
		3:15 - 5:15	
		5:00 - 7:30 includes clean-up	
Position	People	Shifts	Description
Coat Distribution Hanger Runners	1 child (up to 2 children) and parent per shift Minimum age is 3: Up to 2 children per adult Great for ages 3 - 8, but all ages are welcome! Short shifts to accommodate little ones!	Noon - 12:45	Collect coat hangers from boxes under the coat distribution tables and bring to coat hanging area. Minimal to no guest interaction.
		12:45 - 1:30	
		1:30 - 2:15	
		2:15 - 3:00	
		3:00 - 3:45	
		3:45 - 4:30	
		4:30 - 5:15	
		5:15 - 6:00	
		6:00 - 6:45	

KITCHEN / DINING HALL
Meals served from Noon to 7:00pm

Position	People	Shifts	Description
Kitchen Food Service-Platers	<p>8 people first shift - set-up only (no food service) 12 volunteers per shift thereafter Minimum age is 16: 1 child per adult Handle and plate food with cleanliness. Able to follow directions and work under timelines. Able to stand throughout shift.</p>	10:30 - Noon (set-up only)	<p>Prepare plates of food. Other duties as assigned by Food Services Manager. Last shift helps with clean-up of area.</p>
		11:45 - 2:45	
		2:30 - 5:30	
		5:15 - 8:00 includes clean-up	
Position	People	Shifts	Description
Dining Hall Host/Hostess	<p>4 people per shift Must be at least 18 years old Gracious and approachable. Able to multi-task. Able to stand throughout shift.</p>	11:40 - 2:30	<p>Greet and seat guests as they arrive. Monitor dining room for available tables. Other duties as requested by Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10 - 8:00 includes clean-up	
Position	People	Shifts	Description
Dining Hall Server	<p>12 people per shift Minimum age is 15: 1 child per adult Gracious and approachable. Have good balance. Able to stand throughout shift.</p>	11:30 - 2:30	<p>Serve meals to seated guests. Monitor dining room for guests who need service. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10 - 8:00 includes clean-up	

Position	People	Shifts	Description
Dining Hall Busser	<p>5 people per shift Minimum age is 12: 1 child per adult Gracious and approachable. Able to stand throughout shift.</p>	11:30 - 2:30	<p>Bus tables as needed. Monitor dining room for tables that need to be bussed. Clean up spills and messes. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10 - 8:00 includes clean-up	
Position	People	Shifts	Description
Dining Hall Drink Server	<p>6 people per shift Minimum age is 12: 1 child per adult Gracious and approachable. Have good balance. Able to stand throughout shift.</p>	11:30 - 2:30	<p>Make and serve drinks to guests at their tables. Monitor dining room for guests that need drink refills. Clean up any spills or messes. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10 - 8:00 includes clean-up	
Position	People	Shifts	Description
Dining Hall Pie Plater	<p>5 people per shift Minimum age is 15: 1 child per adult Gracious and approachable. Able to stand throughout shift.</p>	11:30 - 2:30	<p>Cut and plate pies. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10 - 8:00 includes clean-up	
Position	People	Shifts	Description
Dining Hall Pie Server	<p>6 people per shift Minimum age is 10: 1 child per adult Gracious and approachable. Able to stand throughout shift.</p>	11:30 - 2:30	<p>Serve pie to guests at their tables. Monitor dining room for guests that are done with their meal and ready for pie. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift. Last shift helps with clean-up of area.</p>
		2:10 - 5:30	
		5:10pm - 8:00pm includes clean-up	

FOOD BAG DISTRIBUTION

Position	People	Shifts	Description
Food Bag Distribution	<p align="center">10 adults first shift 8 people per shift thereafter Minimum age is 8: 1 child per adult Maximum 3 children per shift Able to lift up to 20 lbs. Able to work under time pressure. Detail oriented.</p>	10:30 - 1:45	<p align="center">Greet and welcome guests. Manage line and receive "Banquet Bucks". May include bagging fresh vegetables and lifting turkeys. Distribute food bags. Last shift helps with clean-up of area.</p>
		1:30 - 4:45	
		4:30 - 7:30 includes clean-up	

Position	People	Shifts	Description
Turkey Trotter	<p align="center">12 people per shift Must be at least 18 years old Must be physically fit, able to walk continuously throughout shift and be able to lift and pull up to 40 pounds. Good walking shoes recommended. Great opportunity for those who want to move!</p>	11:45 - 2:45	<p align="center">Cart food bags, turkeys and pies for guests from Grace Pavilion to front gates. Headlamps provided for later shifts. Last shift helps with clean-up of area.</p>
		2:30 - 5:30	
		5:15 - 7:45 includes clean-up	

GUEST SERVICES

Position	People	Shifts	Description
Gate Greeter	<p align="center">7 people per shift Minimum age is 14: Must be paired with adult Ability to communicate clearly. Friendly and helpful.</p>	10:30 - 1:45	<p align="center">Welcome guests and volunteers. Direct them to appropriate starting venue. Work under Gate Greeter Manager.</p>
		1:30 - 5:00	
		4:45 - 7:00 includes clean-up	

Position	People	Shifts	Description
Wheelchair Hospitality	<p align="center">2 people per shift Must be at least 18 years old. Must be physically fit, able to walk continuously throughout shift and be able to help someone out of wheelchair as needed. Good walking shoes recommended.</p>	11:30 - 2:30	<p align="center">Offer wheelchairs to guests as needed. Push guests in wheelchairs, drop off at various event locations and be available to pick up when needed. Wipe down chairs between guests. Last shift helps with clean-up of area.</p>
		2:15 - 5:15	
		5:00 - 7:15 includes clean-up	

Position	People	Shifts	Description
Put Me in Wherever, Coach!	2 people per shift Minimum age is 14: 1 child per adult Flexible and willing to serve wherever needed.	12:00 - 2:00	Serve where needed to cover gaps.
		1:45 - 4:00	
		3:45 - 6:00	
		5:45 - 7:30 includes clean-up	
Position	People	Shifts	Description
Guest Check-In and Information (Spanish/English Bilingual)	2 people per shift Must be at least 18 Friendly and welcoming. Spanish/English bilingual.	10:30 - 1:15	Greet and check-in guests, answer questions, direct into the chapel at appropriate service time. Last shift helps with clean-up of area.
		1:00 - 3:45	
		3:30 - 6:00 includes clean-up	
Position	People	Shifts	Description
Hospitality Team (Information and Lost and Found Booth)	2 adults per shift Okay to bring minors. Great spot for families. Friendly and welcoming.	11:30 - 2:30	Greet and answer questions for guests and volunteers in the Grace Pavilion. Manage Lost and Found items for the event.
		2:15 - 5:15	
		5:00 - 7:30 includes clean-up	
Position	People	Shifts	Description
First Aid	2 people per shift (1 for dining hall, 1 for Grace Pavilion) EMT, RN, LVN, or MD	10:30 - 1:30	Provide First Aid Services as needed. First Aid supplies provided. May select another volunteer opportunity at the same time to be available for emergencies.
		1:15 - 4:15	
		4:00 - 7:00	
Position	People	Shifts	Description
Photographers	2 people per shift Some experience with photography. Able to navigate throughout the fairgrounds.	1:00 - 3:15	Take photographs of guests and volunteers in all areas of the event using your own camera - not a cell phone. Ask guests to sign photo waivers.
		3:00 - 5:15	
		5:00 - 6:30	

COMFORT MINISTRIES

Position	People	Shifts	Description
Haircut Reception	<p align="center">1 person per shift Must be at least 18 years old Friendly, helpful and organized.</p>	11:45 - 2:45	<p align="center">Welcome guests, connect guests with stylist, sweep up hair between cuts. Last shift helps with clean-up of area.</p>
		2:30 - 5:30	
		5:15 - 7:30	

CLEAN-UP

Position	People	Shifts	Description
Stewardship / Clean-Up Team	<p align="center">10 People Able to lift and carry 50 lbs. Includes walking, carrying and loading.</p>	6:00 - 8:00	<p align="center">Be part of our loyal clean-up team and help clean up after the event. Take down tables, help teams pack up their areas, and load trucks. It is our desire to bless the fairgrounds, and leave the facilities in beautiful shape. We appreciate you!</p>