

WRBC EVENT VOLUNTEER REGISTRATION FORM



Fax to: Kerry Laird, WRBC Event Coordinator,
Pacific Bay Coffee Co. & Micro-Roastery

FAX: 707-361-0978

EMAIL: kerrylaird@pacificbaycoffee.com

First Name:		Last Name:		
Company:				
Street Address:				
City:		State:	Zip:	Country
Tel:		Fax:		
Email:				

1. Mark an X in the next to the positions and day(s) that will work best for you.

Volunteers need to check in at Welcome Table 15 minutes before shift starts. Volunteers receive a WRBC swag bag.

Thursday, March 27, 2008: Judges Certification

- Barista, 12-6pm (need three baristas who are not competing)

Friday, March 28, 2008: Day One

- 4th Machine Maintenance Crew 8:30-11am 11am- 1pm 1pm-3pm 3pm-5:30pm

Hourly station maintenance and clean up in between roasters, getting supplies from the kitchen as needed, bussing & washing used cups & general "café" area maintenance including kitchen area. Need to know how to clean an espresso machine. Need two per shift.

- Welcome Table/Floater 8:30-11:30am 11:30am- 2pm 2pm-5:30pm

Duties include welcoming and providing information about the event to attendees, selling WRBC merchandise, cover volunteer's breaks.

- Event Wrap Up 5-6:30 pm

Help with maintenance clean up and preparation for next day.

Saturday, March 29, 2008: Day Two

- 4th Machine Maintenance Crew 8:30-11am 11am- 1pm 1pm-3pm 3pm-5:30pm

Duties include hourly station maintenance and clean up in between roasters, getting supplies from the kitchen as needed, bussing & washing used cups & general "café" area maintenance including kitchen area. Need to know how to clean an espresso machine. Need two per shift.

- Welcome Table/Floater 8:30-11:30am 11:30am- 2pm 2pm-5:30pm

Duties include welcoming and providing information about the event to attendees, selling WRBC merchandise, cover volunteer's breaks.

- Sensory Skills Class Assistant 9 am -12:30pm

Duties include filling solution containers, assisting instructor & attendees with supplies, clean up. Can take test after class at no charge.

- Event Wrap Up 5-6:30 pm

Help with maintenance clean up and preparation for next day.

Sunday, March 30, 2008: Day Three

- 4th Machine Maintenance Crew 9:30-11:30am 11:30am- 1:30pm 1:30pm-3:30pm

Duties include hourly station maintenance and clean up in between roasters, getting supplies from the kitchen as needed, bussing & washing used cups & general "café" area maintenance including kitchen area. Need to know how to clean an espresso machine. Need two per shift.

- Welcome Table/Floater 10am-12:30am 12:30pm- 3:30pm

Duties include welcoming and providing information about the event to attendees, selling WRBC merchandise, cover volunteer's breaks.

- Event Wrap Up 2-5 pm

Help with packing and general clean up

WRBC COMPETITION VOLUNTEER REGISTRATION FORM

Fax To: Michelle Campbell
Director of Community & Events
Specialty Coffee Association of America



FAX: (562) 624-4104
EMAIL: mcampbell@scaa.org

From:

First Name:		Last Name:	
Company:			
Street Address:			
City:	State:	Zip:	Country:
Tel:		Cel:	
Email:			

Mark an X in the next to the time/s that would work best for you.

Circle the letter of the position you would like to volunteer for.

Friday, March 28, 2008: Round One – Day One

- 8:00 am – 9:00 am Volunteer Meeting
- 9:00 am – 11:00 am 11:00 am – 1:00 pm 1:00 pm – 3:00 pm
R SM T SK R SM T SK R SM T SK
- 3:00 pm – 5:30 pm
R SM T SK

Saturday, March 29, 2008: Round One – Day Two

- 8:00 am – 9:00 am Volunteer Meeting
- 9:00 am – 11:00 am 11:00 am – 1:00 pm 1:00 pm – 3:00 pm
R SM T SK R SM T SK R SM T SK
- 3:00 pm – 5:30 pm
R SM T SK

Sunday, March 30, 2008: Finals

- 9:30 am – 10:30 am Volunteer Meeting
- 10:30 am – 1:00 pm
R SM T SK

It is MANDATORY volunteers attend ONE Volunteer Meeting prior to volunteering.
Volunteers do NOT need to attend the Volunteer Meeting more than once.

R: Runners will be responsible for clearing dishes.

SM: Station Maintenance will be responsible for cleaning the espresso machines and grinders.

T: Timers will be responsible for timing the competitors time with a stopwatch.

SK: Scorekeepers will be responsible for tabulating the competitor score sheets.

Please Note: Competitors will not be allowed to volunteer as a Timer or Scorekeeper.