



Summary of NFP Program

This is an effective, lucrative and fun way to raise the revenue of your group's needs. However, because we are responsible for ensuring excellence customer and client services, we have stringent guidelines, under which, our not-for-profit (NFP) groups operate. This program is not a match for every organization.

Groups select a leader and co-leader, who serve as the primary contacts for D & D Events staff regarding scheduling, training, confirmation, training information, etc. The success of this program is contingent upon excellent, consistent communication between D & D Events staff to ensure that each event is a success!

Most groups choose to staff more events than others, especially if there are aggressive financial goals to meet. Typically, between 4-14 volunteers are on-site for a confirmed event, *not* the entire organization. Most all events at The Fairgrounds Nashville/ Expo Center and the Municipal Auditorium are open to volunteer staffing. We provide your organization with the necessary training, proper equipment and product, **half price meal items, and each group member will be compensated at an hourly rate of \$10.00 per hour.**

That's it in nutshell! While the concept of the program is quite simple, following through with the details can sometimes present challenges. Scheduling, dress code, parking and just finding your way around the venue can be perplexing – we try to provide volunteers with as much information and help as possible to make things easy, profitable and FUN! If after reviewing the information in this packet, your Not-for-Profit organization is interested in being considered for the NFP program and you meet the program requirements, please complete the form in the back of this packet, along with a letter describing your organization and how the funds earned through the program will be utilized and submit to D & D Events.



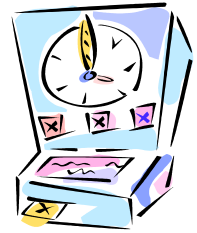
What criteria must our group meet to be eligible for the Food for Funds Program

Interested groups must be prepared to meet the following program requirements:

- Must be able to provide proof of non-profit status to be considered for the program. (501c3)
- Must be able to provide proof of General Liability insurance with Worker's Compensation Coverage.
- Must have a leader and co-leader who are the designated contact people for your group. The group leaders must have either an email address or a dedicated phone number that they can be contacted through in order to obtain information for each event. It is important to select a group leader who has the time and organizational skills to coordinate your groups' efforts, and who is easy to contact via phone, email or text.
- All group members must attend training/orientation.
- Must have **positive attitude**, be committed to providing a high level of customer service and satisfaction and committed to adhering to policies and procedures established within D & D Events NFP program.
- Adults must be willing to serve alcohol and provide certification of TIPS program or ANC program completion.
- Must have reliable, trustworthy group members with good cash handling skills.
- Must be flexible, given the event-driven nature of our business.
- Must turn in all required documentation, forms and the application prior to beginning their participation in the program.



Answers To The Most Commonly Asked Questions....



How long is the work shift?

It depends upon the event.....and the appetite of our guest! Typically, volunteers arrive 1 hour before doors open. Volunteers provide a stand leader for getting the stand ready to operate and a head cashier, whom is responsible for all cash prior to opening, during the event, and closing. Most of the heavy food and beverage sales occur before and during any intermission. After intermission, we typically start to wind down (unless, of course, there is still a heavy demand for product). Volunteers are expected to clean-up, which averages about 30 minutes. From start to finish, shifts average 5-6 hours. Some events may require longer hours, but that will be addressed prior to the event.

What is the minimum age requirement to work in a stand?

Cashiers working an event during which alcohol is served, must be 18 years of age or older (that includes “runners” as well as volunteers who handle the alcohol transaction) and MUST sign the D & D Events Alcohol policy before the event. During events, which no alcohol is served, a cashier must be at least 16 years of age. Events such as family shows, circuses, and conventions are an ideal way to involve young adults in this program, provided they have gone through our training program.

What kind of events will we be staffing?

NFP groups are eligible to staff most all events held at The Fairgrounds Nashville/Expo Center and the Municipal Auditorium. This includes cheerleading events, comedy shows, concerts, races, rodeos or other events.



What about parking?

It is recommended that groups travel by carpool, as parking is limited around the Municipal Auditorium. **D&D Events will pay up to \$10.00 parking for (2) group members per shift/day after a receipt has been submitted. All parking receipts must be submitted to D&D Events no later than the Monday following the event.**

Parking is provided at no cost to the group for any events held at the Fairgrounds Nashville.

Can we watch the event?

Volunteers are not permitted to enter the seating area while working the event.



What do we wear?

Khaki or black pants, or shorts. Closed toe shoes. Absolutely no high heels, flip flops or sandals!!! **Your group may wear their school/organization shirt, (provided they are clean, do not have holes, tears or stains and fit properly) OR a plain black tee shirt/Polo.** Black, plain or group hats are permitted.

How do we know which events we will be staffing?

Group Leaders will receive an email from Megan listing all available event dates for each month.

If your group decides they would like to participate in an event, an email should be sent to

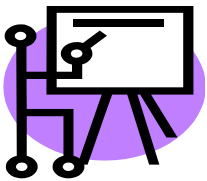
ddscheduling@ddeventsinc.com and megan@ddeventsinc.com listing how many members are available, members names, and distinguish who are adults and who are students. Please send your final confirmation list 2 weeks prior to the event date. COMMUNICATION IS KEY!

COMPENSATION

All group members are paid \$10.00 hourly. Payment should be expected to be received within 2 weeks after an event via direct deposit. Deductions from compensation may occur if the stand has shortages of \$20 or greater and causes excessive post event clean-up.



Training Requirements



Training is provided for ALL new NFP groups. The first time your group is scheduled to work we will request that everyone arrives 30 minutes prior to your call time for that shift in order to complete a training session. As new members of your group are added we ask that you inform us of the new member in order for them to be trained. We will ask that each time there is a new member scheduled to work they arrive 30 minutes prior to their call time in order to be trained for their upcoming shift. Everyone will be trained to use popcorn poppers, pretzel warmers, nacho cheese machines, hotdog rollers and in some cases flattop grills. Those over 18 years of age will be trained on the cash register as well.

Important Policies & Procedures

Professional Behavior

Service to our clients and their guest are our highest priority. D & D Events maintains a **“One Strike and You’re Out Policy”**. It is the judgment and final decision of D & D Events as to the determination of unacceptable behavior. The following **WILL NOT** be tolerated.

Misconduct

- Smoking in or around your work area (Smoking is only allowed in areas designated by the client or D & D Events)
- Leaving your assigned work area without approval
- Fighting or inflicting bodily harm on another person
- Dangerous horseplay
- Willful or malicious destruction of D & D Event’s or Client’s property
- Damage of D & D Event’s or Client’s property by failing to operate with care or good judgment
- Reckless operation of D & D Event’s or Client’s vehicle
- Being under the influence or possession of illegal drugs or alcoholic beverages
- Sexual or vulgar behaviors towards another person
- Rudeness or acts of disrespect toward the client toward the client, their guest, the public or co-workers

Theft

- Possessing, taking, removing, destroying or tampering with any property not belonging to the employee is grounds for prosecution

Weapons

- Unauthorized possession and/or use of weapons, ammunition, explosives

Breaks

- Volunteers are entitled to two (2) fifteen-minute breaks if working more than six (6) consecutive hours. D&D Events offers half price menu items to all staff and NFP Groups. A 50% meal discount is available when purchasing food or bottled drink from the concession stand. This discount does not apply to alcoholic beverages. Otherwise menu items are full price. **Please note:** Breaks are not always allowed during certain events. Breaks can only be taken during non-busy times during the event and you must have the approval of the Stand Leader and Concessions Manager!

Personal Appearance

All staff members must be clean & neat in appearance. It is the judgment and final decision of D & D Events as to the determination of appropriate attire.

- Please apply deodorant/antiperspirant accordingly
- Tattoos and facial/body piercings (other than earrings) should be covered and not visible
- Earrings should be tasteful (long and dangling earrings are discouraged)
- Heavily scented perfumes, colognes, and lotions should be avoided.
- Clothes must be a comfortable fit, (no sagging pants, visible undergarments, flip flops or sandals)

- Hair must be pulled back behind the shoulders.

There are additional policies and procedures attached that will be reviewed in further detail at the orientation scheduled for your group.

How Do We Sign Up?

If your Not-for-Profit organization is interested in being considered for the NFP program and you meet the program requirements, please fax, scan and email or mail the attached form, along with a letter describing your organization and how the funds earned through the program may potentially be utilized, to:

D & D Events

Attn: Megan Dyce

PO Box 100295

Nashville, TN 37224

megan@ddeventsinc.com

Phone: 615-953-3574

Fax: 615-730-5250

NON-PROFIT GROUP APPLICATION

ORGANIZATION NAME _____

ADDRESS _____

PERSON NAME, PHONE NUMBER _____

EMAIL FOR GROUP CONTACT _____

NON-PROFIT ID NUMBER _____

TYPE OF ORGANIZATION _____

ANTICIPATED # OF AVAILABLE VOLUNTEERS: ADULTS _____ MINORS _____

HOW DID YOU HEAR ABOUT THE PROGRAM? _____

We will notify groups of our decision regarding their request to be in the NFP program as soon as possible. Prospective groups should be prepared to begin scheduling their volunteers for our training as soon as they are admitted to the program. We will contact group leaders with training dates and times, as well as, take reservations for our training classes at that time.

WE LOOK FORWARD TO WORKING WITH YOU!

A copy of the following items must be included with this application:

- 501c3 Certificate or Letter
- Direct Deposit Form and copy of voided check
- Certificate of Insurance listing D&D Events, Inc as additional insured