

Taste of Tacoma 2011 Letter of Instruction

Situation: The Taste of Tacoma (Taste) is Curtis High School (CHS) **NJROTC Booster Club's #1 fundraiser** and provides us with 50% of our annual budget. It is an excellent, hands-on, learning and leadership opportunity for the cadets with the assistance of parents and alumni in a supervisory position.

Mission: Execute the vehicle parking plan, provide traffic control, manage the flow of pedestrians at the crosswalk and perform grounds maintenance throughout the event. It is a very busy and rewarding 3 days (cadets only on the 4th day - strictly grounds maintenance).

Location: Point Defiance Park, Ruston (Base Camp at Marina Parking Lot A on right side of Pearl Street)

<u>Dates/Hours:</u>	<u>Date</u>	<u>Taste Open to Public</u>	<u>NJROTC Work Hours</u>
	Friday, 24 June	11:00 a.m. - 9:00 p.m.	7:00 a.m. - 10:00 p.m.
	Saturday, 25 June	11:00 a.m. - 9:00 p.m.	7:00 a.m. - 10:00 p.m.
	Sunday, 26 June	11:00 a.m. - 8:00 p.m.	7:00 a.m. - 9:00 p.m.
	Monday, 27 June	Cadets Only	8:00 a.m. - 2:00 p.m.

Advance Party: A core group of cadets and adults arrive at Base Camp at 7:00 a.m. They organize and set-up for the day and become part of the Main Body personnel at 10:00 a.m. They are responsible daily for transporting personnel and supplies; unpacking and setting-up the Base Camp; setting-up for meal preparation; serving breakfast; organizing the parking lot; preparing for grounds maintenance; distributing safety vests, flags and communication equipment (radios); and manning the Vendor Lots, Main Exit and Crosswalk. Cadets are part of the Advance Party or arrive between 7:00 a.m. and 10:00 a.m. and remain for rest of the day.

Main Body: Personnel can choose between 2 shifts or work as long as you like. **The shifts are: 10:00 a.m. - 4:00 p.m. and 4:00 p.m. - 9:00 p.m./10:00 p.m.** (if you need to depart early, just let us know). Past Taste's have identified a trend of personnel shortages (particularly adults) commencing at 3:00/4:00 p.m.

Organization: The Taste is comprised of 3 major work areas: Base Camp, Parking Lot and Grounds Maintenance.

Base Camp: is responsible for manning the Crosswalk and providing the support services.

Crosswalk: It requires manning as soon as the vendors start crossing Pearl St. and there is traffic. It gets busier as the morning progresses. Standard manning with busy traffic is 1 adult and 2 cadets.

Meals: The Grill Master is George Close and has been for the past 3 years. He brings the food, grill and associated supplies. The Logistics Coordinator and Transportation Manager have brought the drinks, other food, condiments, plates, napkins, etc Breakfast and lunch is provided by the NJROTC Booster Club and dinner by Festivals, Inc.

Bottled Water: Bottled water is provided by Festivals Inc. The Base Camp support personnel ensure that water is going out to all personnel who are working.

Transportation: Angel Smith drives the duty vehicle.

Medical: All cadets will use sunscreen and need to use chapstick, sunglasses and wear a hat. The sunscreen is provided by Festivals Inc. The chapstick is provided by the Boosters along with a few extra hats. A first aid kit will be at Base Camp and an actual first aid station is across the street on the hill.

Personnel: Maintain personnel accountability. Incoming shift personnel will be directed to their work location and relief personnel need to be rotated. Meals will be sent out to working personnel if they do not come in or we are short manpower.

Parking Lot: The Vendors start arriving at 7:00 a.m., vehicles at 10:00 a.m. and it is very busy by 12:00 p.m. and remains as such until 8:00 p.m. Friday is the practice day and Saturday/Sunday are fast paced.

Main Exit: It is manned immediately at 7:00 a.m. with 1 adult and 1 cadet. They direct vendors and other traffic to the Entrance gate, provide drivers and pedestrians with information, control exiting parking lot traffic and direct the flow of Ferry traffic. They work in concert with the Crosswalk personnel throughout the day with traffic control/ flow.

Grounds Maintenance: First item of the morning, the Grounds Maintenance Supervisor checks in with Festival Inc and checks out the golf cart, trash cans, trash bags, gloves, trash pick-ups, etc. Places the trash cans with plastic bags and checks the grounds. The Taste opens to the public at 11:00 a.m. and it is busy by 12:00 p.m.

Festival Inc Briefing for the Taste: The briefing by Festivals Inc will be at Pt. Defiance Park on Wednesday, 24 June 2011 at 6:00 p.m. The briefing is beneficial and for Key personnel.

Work Uniform: Festivals Inc will provide all participants with an official Taste 2011 T-shirt. All cadets will wear a hat; Taste T-shirt; khaki trousers or shorts with a belt; socks with comfortable closed toed tennis shoes and bring a jacket or sweatshirt. Adults have the same work uniform with the option of blue jeans.

Parking: Only vehicles authorized to be parked at the Base Camp are: the duty vehicle, Grill Master, and backup security/emergency vehicle, Colin Culver and motorcycles.

For those personnel:

-who arrive between 7:00 a.m. and 12:00 p.m. safe street parking will be available at 51st Street and N Vassault St by the Point Defiance Village and Frank Toby Jones Retirement communities.

-who arrive after 2:00 p.m. parking will be available in the Marina and Commuter Parking B Lot (must have a Festivals Inc permit from us and be signed up for and working on 2nd shift). An additional option is Owens Beach Public Parking Lot.

-Call Angel Smith for pickup at your parking location. Phone # is (253)306-5092.

Transportation: Advance Party personnel (cadets/adults) who can transport or need transportation will arrive at the NJROTC classroom at 6:00 a.m. with a departure at 6:30 a.m. Those driving themselves or parents dropping their cadets off at the Base Camp, Pt Defiance Parking Lot can do so between 7:00 a.m. and 8:00 a.m. Angel Smith, our driver, will transport personnel from the CHS parking lot to Pt. Defiance Park (preferable if you let us know in advance that you need transportation). She will also pick up/drop you off wherever you have parked at Pt. Defiance Park. Her phone# during The Taste is (253)306-5092.

Contact information:

LtCol Dave Smith	email smithusmc@centurytel.net	phone# (253)306-5092
Jennifer Smith	email smithusmc@centurytel.net	phone# (253)306-5094

Any questions, just call or email. Looking forward to working with you on this project. Your support is extremely important.