

Heritage of Pride, Inc.

Working Grant Programs 2011

The Producer of New York City's Lesbian, Gay, Bisexual and Transgender Pride Events

RAPTURE 8 & DANCE 25

All organizations approved for any of the working grant positions at either RAPTURE 8 or DANCE 25 must send a minimum of half of the volunteers required (see descriptions below) to one of two training sessions. These sessions will take place in Manhattan. Location, time and date TBA.

All jobs are located on Pier 54 in Hudson River Park, on the waterfront in the West Village opposite West 13th Street.

All jobs will take place on Saturday, June 25th, for RAPTURE 8 or Sunday, June 26th, for DANCE 25

In all cases, those staffing any of these areas must wear official HOP volunteer shirts and credentials, which will be provided by HOP.

RAPTURE 8 & DANCE 25 Beverage Centers	RAPTURE 8 & DANCE 25 Coat Check
<p>Positions Available Staffing one of four at RAPTURE 8, one of seven at DANCE 25</p> <p>Number of Volunteers 10-12 per bar for RAPTURE 8 and 20-25 per bar for DANCE 25</p> <p>Time Commitment Rapture 8- 2:00PM until approximately 11:00PM DANCE 25- 1:00PM until approximately 12:00AM</p> <p>Group Responsibilities</p> <ul style="list-style-type: none">▪ <u>Before the event:</u> Setting up the bar with the help of HOP's volunteer staff, including inventory of beverages, stocking & icing beverages and putting up signage and tables.▪ <u>During the event:</u> Selling beverages, working with our volunteer staff to keep bar stocked with both beverages and sufficient ice and working with designated staff to tally drink tickets.▪ <u>After the event:</u> Doing final inventory of beverages and supplies and final reconciliation of drink tickets with inventory with HOP staff, breaking down and cleaning up bar area. Tally tips. <p>Organizations staffing the bars at RAPTURE 8 and DANCE 25 receive a grant of \$1,200. Organizations are encouraged to put out tip jars. The organization keeps these tips, but is required to report tip total to HOP.</p>	<p>Positions Available Staffing one coat check station at RAPTURE 8 , or one of two coat check stations at DANCE 25</p> <p>Number of Volunteers 8 to 10 per station for either event</p> <p>Time Commitment Rapture 8- 2:00PM until approximately 11:00PM DANCE 25- 1:00PM until approximately 12:00AM</p> <p>Group Responsibilities</p> <ul style="list-style-type: none">▪ <u>Before the event:</u> Setting up the coat check tents, including setting up tent, tables, chairs and posting signage.▪ <u>During the event:</u> Checking and returning items (backpacks, jackets, etc.) with coat check tickets. Items being checked will be placed in clear plastic bags with coat check stub attached and stored in a safe and organized fashion in the coat check tent. Area must remain staffed until last item is returned or all guests and volunteers are gone. Security of items is essential.▪ <u>After the event:</u> Breaking down and cleaning up coat check area and ensuring that any items not picked up are given to Maryanne Roberto, Director of The Pier Dances or her designee. <p>Each organization staffing one of the two coat check areas at RAPTURE 8 or DANCE 25 will receive a grant of \$1,200. The organization is encouraged to put out tip jars. The organization keeps these tips, but is required to report tip total to HOP.</p>

DANCE 25 Ticket Lines (not available at RAPTURE 8)

Positions Available

Staffing entry area for ticket holders to DANCE 25

Number of Volunteers

15 to 20

Time Commitment

1:00PM until approximately 9:00PM

Group Responsibilities

- Before the event: Working with HOP staff and our ticket vendor, setting up ticket lanes, including rope and stanchions, tables, chairs and various scanners and laptops needed and posting signage.
- During the event: Taking tickets using scanners provided, ensuring VIP patrons enter correct line, keeping order in line, using appropriate form & procedure to account for lost tickets.
- After the event: Breaking down and cleaning area.
- There may be an additional training session the week before the event that will last no longer than 90 minutes.
- **No tickets are sold at the door for DANCE 25**

The organization staffing the ticket lines receives a grant of \$1,500.

RAPTURE8 & DANCE 25 Comfort Station Attendants

Positions Available

Staffing portable toilet areas to ensure order in line

Number of Volunteers

8 to 10

Time Commitment

Rapture 8- 2:30PM until approximately 11:00PM

DANCE 25- 1:30PM until approximately 11:30PM

Group Responsibilities

- Before event: Putting up signage and insuring that units have adequate toilet paper and hand sanitizer.
- During the event: Monitoring lines for toilets and directing patrons to available units. In addition, restocking toilet paper and hand sanitizer as needed.
- After the event: Breaking down and cleaning area. Group is not responsible for cleaning toilets.

The organization staffing the toilet lines receives a grant of \$1,200. The organization is encouraged to put out tip jars. The organization keeps these tips.