

The City of Oakland's Thanksgiving Dinner Volunteer Workstations

Tuesday, November 25, 2014 at the Oakland Marriott

Station 1: TABLE SET UP

8:30 am – 10:00 am

Volunteers will have to set the table with place settings: salt & pepper, rolls, salad, desert, cranberry sauce, margarine, and silverware and event program.

Station 2: KITCHEN ASSISTANTS

8:30 am-10:45 am

10:30 am – 12:45 pm

12:30 pm – 2:30 pm

Volunteers will assist the chef with dishing up desserts, entrees and *Sub-Stations to include:*

Salads, Pies, Rolls/butter, Punch

Limited volunteers needed, due to limited space in kitchen.

Station 3: BUSING & RESET

10:15 am – 12:15 pm

11:45 am – 1:45 pm

1:15 pm – 3:15 pm

While guests are being seated in the second section, volunteers will bus and re-set the first section for the next wave of guests. The tables will be re-set with silverware, margarine rolls, salad, desert and cranberry sauce.

Station 5: GREETERS

10:15 am – 1:15 pm

1:15 pm – 3:30 pm

Volunteers will greet and maintain as single line entrance for all guests.

Station 6: REGISTRATION & INFO

7:45 am – 9:45 am

9:15 am – 12:15 pm

11:45 am – 2:45 pm

Volunteers will sign-in ALL volunteers and City staff at the box office and provide directional information if needed.

Station 7: ENTRANCE HOSTS

10:15 am – 1:15 pm

1:15 pm – 3:30 pm

Volunteers will greet guests upon entering the dining hall and direct them to their seats.

Station 8: EXIT HOSTS

10:15 am – 1:15 pm

1:15 pm – 3:30 pm

Volunteers will say farewell to guests and thank them for coming and offer them the opportunity of receiving a coat/jacket.

Station 9: T-SHIRTS

8:00 am – 10:30 am

10:30 am – 1:00 pm

Volunteers will un-box and distribute T-shirts to volunteers and City staff ONLY.

COAT SET-UP 11/24/14

1:00 pm – 4:00 pm

Volunteers will un-box, organize and hang up coats/jackets for guests.

COAT GIVE-AWAY VOLUNTEERS

10:30 am – 1:30 pm

1:00 pm – 4:00 pm

Volunteers will pass out coats to guests.

To sign up for your volunteer station, please call 510-238-2077.