**Oktoberfest Parking Procedures**

**(2024)**

**Overview:** The Rotary Club of Southern Frederick County (RCSFC) provides non-alcoholic beverages for purchase during the Oktoberfest event. Water, soda, coffee, and non-alcoholic beer will be available for sale at the outdoor food tent and indoor food area. RCSFC will provide a manager for the beverages and will coordinate the ordering, delivery, and set-up of the beverages.

**Water:**

* Bottled water has been donated for Oktoberfest by Wegmans Frederick for the last several years. A donation request must be made online via Wegman’s website, each year approximately 4-6 weeks prior to the date of the event. [Login - Wegmans Proposal Management System (versaic.com)](https://wegmans.versaic.com/login)
* 75 cases were donated in 2024
* Once the donation request is approved, arrangements should be made to pick up the water and deliver it to the fairgrounds on the Thursday prior to the start of the event.
* Upon delivery to the fairgrounds, water will be distributed to the volunteer hospitality area, inside beverage sales area, outside beverage sales area, and outside beer tents (for volunteers).

**Soda:**

* Canned soda is purchased from the local Coca-Cola distributor, but the order is made online and is arranged to be delivered to the fairground on the Thursday prior to the start of the event. [myCoke.com | Order Coke online (site.com)](https://nasales.my.site.com/Consolidated/ccrz__CCPage?pageKey=LandingPage&utm_source=marketo&utm_medium=email&utm_term=Consolidated&utm_campaign=2024-Q1-Operational-S4-Cutover&utm_content=2024-Q1-Operational-S4-Cutover&mkt_tok=NjIzLUFUWC0zMTMAAAGR_Luq-F5SU-yiWX1X_OakSAIYDcWwB1ijAY4hRSePJmP1e4iSVSGmp6-1J2RSEOg9LyV8Tnwgw3EELh2KoISUOljV-Hj6-ju3JSpX9H_OYg)
* Outlet Number: 0501000108
* Local contact: [Joseph.Carpenter@cokeconsolidated.com](mailto:Joseph.Carpenter@cokeconsolidated.com)
* Recommended amount to order:
  + Sprite – 9 Cases
  + Coke – 20 Cases
  + Diet Coke – 15 Cases
* The beverage manager will request a check from the Oktoberfest Treasurer. The check should be available during the day at the fairground on the Thursday prior to the start of the event.
* Upon delivery to the fairground, soda should be split between the indoor and outdoor beverage sales areas.

**Coffee:**

* Coffee is provided by the RCSFC. The club provides coffee machines, coffee, cups, water, stirs, cream, and sugar.
* Coffee is set up for sale in the indoor and outdoor beverage sales areas.

**Non-alcoholic Beer:**

* The RCSFC sells non-alcoholic beer in the indoor and outdoor beverage sales areas. The club is responsible for providing the beer for sale.

**Non-Alcoholic Beverage Stations:**

Activity prior to the event:

* Signage—The beverage manager will confirm existing signage with the Oktoberfest sign manager during Oktoberfest prep meetings. As needed, the manager will request additional or new signs.
* Menu—Check with the Treasurer to ensure beverages are listed on the digital menu and confirm the agreed-upon price for each.

Activity Thursday prior to the event:

* Signage should be displayed at both beverage stations.
* Beverage coolers remaining from the Fair should be moved to the two beverage stations. Coordinate with the Fairgrounds manager. Place 2 outside and 3 inside.
* Plug in coolers as soon as possible to cool. Load coolers once water and soda are delivered.
* Set up tables and chairs for both beverage stations.
* Set up coffee stations for both beverage stations.

**Volunteers:**

* The beverage manager will coordinate the shifts and volunteers needed for the beverage stations.
* Prior to the event, the beverage manager will provide the Oktoberfest Volunteer Coordinator with the RCSFC volunteer information, including name, email, phone, and shirt size.
* Plan for 3 volunteers at each station throughout the event.
* The outdoor station is open on Friday and Saturday but closes when the food line closes.
* The indoor station is only open on Saturday and closes when the food line closes.