**Oktoberfest Parking Procedures**

**(2024)**

**Overview:** Free parking is available to all attendees at the Frederick Fairgrounds. Two areas are designated for parking. Parking is available in Lot A, which is within the fairgrounds and is accessed at Gate 1. The second parking lot is in Lot B, which is located across the street from the main Gate 2. The Rotary Club of Southern Frederick County (RCSFC) manages the parking lot on Saturday and arranges for the local Interact Clubs to volunteer to assist with directing and parking the cars upon entrance. While the parking is free, the Interact volunteers are permitted to ask attendees to donate funds to support the Interact Clubs. The parking lots have volunteers at both lots, beginning 30 minutes before the event opens and continuing until dusk. The designated parking lots are open and available for all to enter and park for Friday’s event; however, the event occurs in the evening, and volunteers do not direct traffic or ask for donations in the dark.

**Preparation and Scheduling:**

* Assign a parking manager to oversee the parking process (should be a Rotarian).
* The parking manager will create a virtual sign-up sheet (SignUp Genius) with the number of volunteers needed per time slot.
* The virtual sign-up link will be provided to the local Interact Clubs and to the RCSFC for volunteers in advance of the event (usually 2 – 3 weeks prior).
* There should be 3 Interactors (minimum) at each gate.
* The parking manager will provide the Oktoberfest volunteer coordinator RCSFC volunteer information, including name, email, phone, and shirt size, prior to the event.
* An adult volunteer will be assigned to each of the lots during the event on Saturday.
* Parking signs will be hung at both parking locations during the event’s set-up.

**Day of Event Procedures:**

1. The manager will be onsite for the event and coordinate volunteer assignments.
2. The manager will meet volunteers at the volunteer check-in area and ensure each volunteer is directed to the proper lot and location.
3. There will be an adult volunteer working with the Interact students at each parking lot.
4. Interact volunteers will wear an Oktoberfest-designated tee shirt during their volunteer shift.
5. Interact volunteers will be provided with instructions for welcoming and directing cars into the parking lots.
6. Interact volunteers will be provided with a collection bucket to maintain the donations collected.
7. The manager will periodically collect donations from the bucket and deliver them to the Oktoberfest Treasurer to be counted.
8. All donation buckets will be collected and turned in to the manager at the end of the event on Saturday.