

PARKING ATTENDANT - Job Checklist

What To Bring	<ul style="list-style-type: none">● Chair● Water and snacks
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: Stabling List, Stabling Map, Facility Map, RV Map, Haul-In Parking Map, Competitor List, Safety Vest, Radio.
On the Job	<ul style="list-style-type: none">● Set up your station by the facility entrance.● Check in people as they come in to the facility.● Answer questions about the layout of facility.● If they are staying overnight:<ul style="list-style-type: none">○ Show them their stall locations on the stabling map.○ Explain the parking layout.○ If they have a confirmed RV hookup, show them their RV location.○ Direct people to their RV parking spot.● If they are hauling in for the day:<ul style="list-style-type: none">○ Explain the parking layout in the haul-in parking area.○ Direct people to the location they should park.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.