# Jolie's Team Schedule for VOLUNTEERS!

**Please email me: Jolie@HRFCC.org, or Vpadilla@HRFCC.org**
**OR Text (813) 407-6866 or (813) 407-7191 to request the schedule & duties.**

# When you arrive in the VIP area check in with:

## Felix (Nikko) (352) 679-7295 or Kelsi (318-4181940

**Hispanic Heritage Month Festival!**
**YBOR CITY/Tampa Florida: 8th Annual FORD Taste of Latino Festival, Sunday, Oct 25th, 2026 at Centennial Park in Historic Ybor City.**
Time: 12NOON – 6:00 PM. www.CubanSandwichFestival.com

**2 Shifts: 8am – 1pm or 1:pm-6pm. Check-In is in front of the Ybor City Museum.**

**From 8:00am – 1:00pm: Mostly Vendor and sponsor check-in and arranging. At 8:30am, we will enter the Museum Gardens for the set-up of VIP/Judging area.**
Shadow Promoters: (1) Jolie; (2) Victor
**Vendor Check-in:** Team of 2 People to stand on the 18th & 9th to check in and direct vendors. The only Vendors coming thru 18th street are located in that immediate area OR in the park area. This is a drop off area only – Vendor can drop off their stuff and go park, then proceed to set up.

**Vendor Runner:** (Vendor space locator – Map)
**Vendor Set up Assistant:** Help Vendors set up their tent, open their tables.

## IN YBOR MUSEUM – SEE MAPS FOR AREA SET-UP GUIDE

**VIP Set up** Registration/Welcome area set up (2;8ft Tables; 4 chairs; stanchions, 2 Matching 8 Ft Table Covers: YELLOW OR BLUE. 1-2 MATCHING TENTS SHOULD BE USED HERE.

**MAIN WELCOME CENTER: See MAP FOR LOCATION:** Here we need 2 10x10 tents side by side, 4; 8ft tables, and 4 Folding Chairs. (Also the folding lawn/beach chairs go in the area for Jolie & Victor)

**VIP Set-up:** VIP/Celebrity Judging Area set up: Tables, Chairs, Tents, Table Covers, Sponsor Banners, Hispanic Heritage Flags (map will be provided)

**VIP/Celebrity Judging set up**: Plates, Napkins, Décor, Drinks, Ice, Coolers, Snacks, Samples of different foods, (Guide to Bins will be provided)

**CONTEST PREP AREA:** 3-4 Tents put up to create that area. The Tents will need tent walls for privacy for contest prep area. 6; 8 ft tables with black table covers. 2 Red Rack systems opened. We will also have bigger plates for general VIP guest to serve multiple people at once. Serving Plates: White Foam for general VIP area. Clear Plates for VIP/Celebrity area. Colored for official contest. We will also need forks, spoons, napkins, and serving trays. Big sharp knives, spatulas, serving spoons and other serving utensils. 1-2 heating lamps should be set up in this area. 2 Portable Fans. 1 Generator hookup for electricity. 2 Garbage bins. **Other TBD**

**VIP/Celebrity Judging Packages:** Create packages with: Clipboards, Aprons, Judging Packet and pen) – These will be the official judges only: GOLD TABLES – THESE PACKAGES SHOULD BE DELIVERED TO THE WELCOME CENTER BOOTH – WHERE JOLIE WILL BE STATIONED. --------

**PHOTOS & VIDEOS:** Take Photos and short videos of sponsor banners, judges checking in (Step and Repeat area) Photos of general TOL area

**12:30 PM – 2:30 PM**
Photography of Taste of Latino Lideres Awards Table, and any lideres arriving in VIP area.
Photography of VIP area and contest entries
Photos of sponsor banners, judges checking in (Step and Repeat area)

**Check-in OR PICK UP Contest Entries**

IF REQUESTED: Prepare CONTEST ENTRIES with Prep Team – and Assign category and numbering system to the contest entries in different categories

Check-in VIP/Celebrity Judges: Seating Judges and serving of samples
Serve Contest Entries to the VIP Judges

Pick up garbage from VIP area Floors, and the general CSS area
Check coolers for refill of ice; water; soda, etc
Other TBA

**2:30 PM – 6:30 PM**
Preparing for awards ceremony.
Prepare all participating restaurants to make the biggest Cuban sandwich in the world
4pm: Start to breakdown of VIP/Celebrity Judging Area. Tables, Chairs, Tents, Table Covers, Sponsor Banners
4pm: Start breakdown of VIP/Celebrity area: Plates, Napkins, Décor, Drinks, Ice, Coolers, Bananas: Close at (4pm)
4pm: Pick up garbage from VIP area Floors.
5pm: Cleanup of area: Biggest Cuban Sandwich Making Area: Tables, Tents, Table Covers and Sponsor banners
Photography of Biggest Cuban Sandwich area and sponsor banners
Photos of sandwich makers checking in (Step and Repeat area)
Photos of general CSS area
Photography of Taste of Latino Lideres Awards

Send Pictures to Jolie via Facebook or what's app or email: Jolie@LatinTimesMedia.com
Post event pictures of area: Hashtags: #ConnfectFord #TasteofLatino #empanadas #Hrfcc #CentennialPark #CubanSandwich #LatinoLideres