

2025 CRAWFISH KING COOK-OFF **VOLUNTEER MEETING**

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TOPICS DISCUSSED



OVERVIEW



EVENT
DETAILS



VOLUNTEER
INFORMATION



VOLUNTEER
ROLES



LOGISTICS



CONTACT
INFORMATION



FINAL NOTES



CRAWFISH KING OVERVIEW

Benefitting

Big Buddy & Junior Achievement

- Big Buddy is a local non-profit youth agency that has provided role models and quality learning experiences to over 500 disadvantaged youth weekly for 40 years through mentoring programs, character education, leadership sessions, and workforce development programs.
- Junior Achievement is the largest and fastest growing non-profit education organization in the world. Their mission is to educate and inspire young people to value free enterprise, business, and economics to improve the quality of their lives.

Past Award Recipients:

- 2023 Crawfish King- First American Bank
- 2022 Crawfish King- Turner Industries
- 2021 Crawfish King – Turner Industries
- 2020 – no event held
- 2019 Crawfish King – Investar Bank
- 2018 Crawfish King – BASF
- 2017 Crawfish King – BASF
- 2016 Crawfish King – Brand Energy
- 2015 Crawfish King – Next Level Solutions
- 2014 Crawfish King – Hot Tails Restaurant

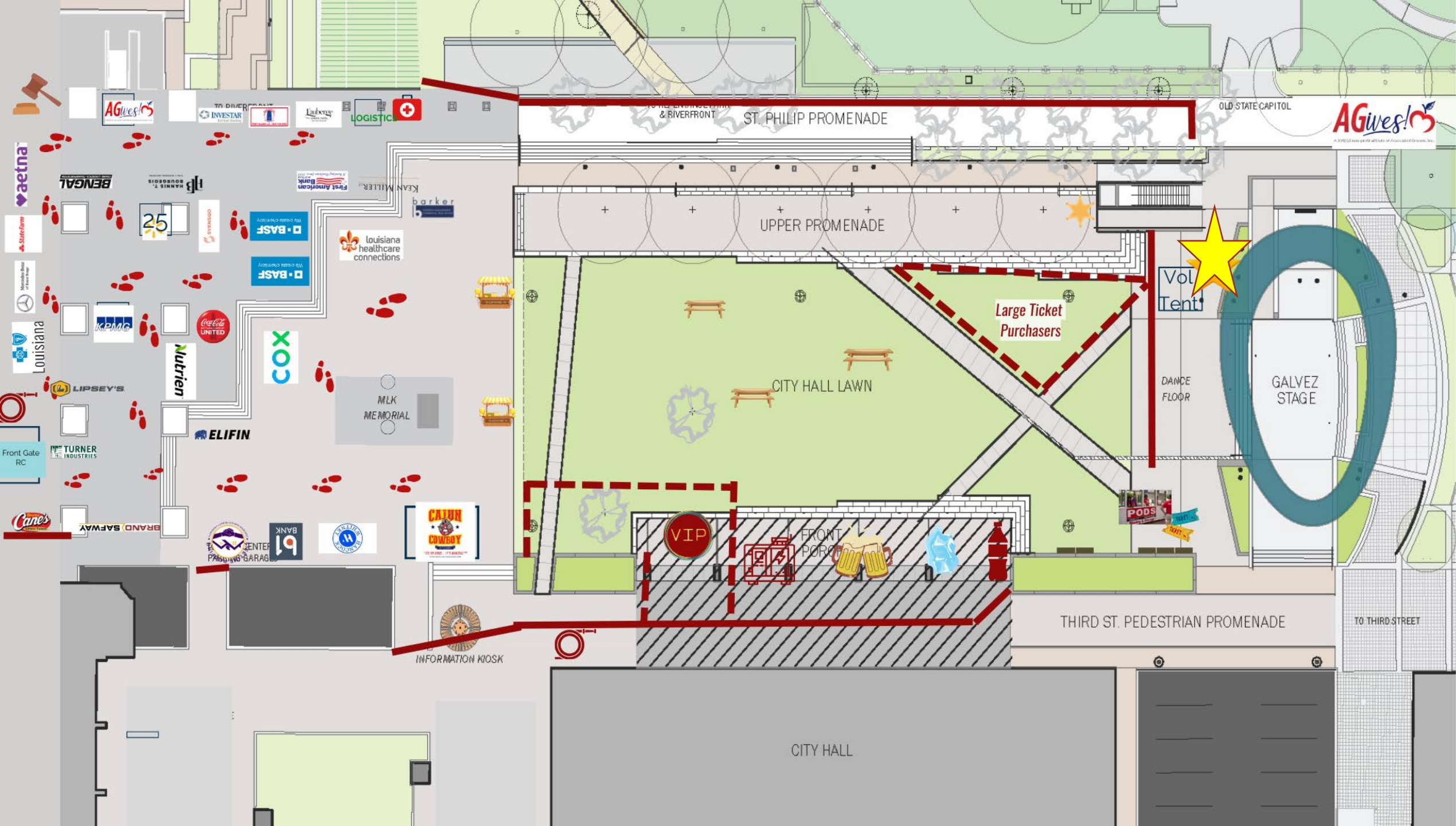


EVENT DETAILS

- Friday, May 2, 2025 at Live After 5
 - Rhorer Plaza – behind City Hall
 - General Public: 4:00 pm – 8:00 pm
 - Volunteers: 9am – 9pm – *3 event day sessions*
- Rain or Shine (Non-Refundable Fees)
- Anticipate Boiling 10,000 lbs. of Crawfish
- Advance Tickets on Sale Now – Ends May 10th at 2:00 pm
 - Advance - \$35 Adult/\$10 Kids (2 – 10 years)
 - Gate - \$40 Adult/\$10 Kids

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VOLUNTEER HIGHLIGHTS

- **Dress** – please **dress comfortably** as we will be outdoors and walking the event space. Attire
 - Company/organization t-shirt (if no Company/Organization t-shirt, other appropriate t-shirt is fine)
 - Appropriate length khaki or black shorts (pants okay)
 - Comfortable closed toe shoes
 - Hats ok
- **Parking** – parking on the street will require paying meter fees. We recommend parking in one of the River Center garages at the corner of St. Louis St and Govt St. After 5pm, metered parking on the street will be free but limited.



Volunteer Hospitality

- In the Volunteer / Logistics tent, you will find **soft drinks and waters**. Please stay hydrated.
- There will also be first aid kits and **sunscreen** available.
- You are welcome to **eat crawfish** after your volunteer shift ends. Please eat in the volunteer tent area. Volunteers will not be able to eat in VIP area.
- You'll be given a **red wristband** when you check in on event day at the Volunteer Tent.



VOLUNTEER ARRIVAL

Check in/Check Out Procedure

- Please check in and check out at the Volunteer / Info Tent (located outside of the event, directly behind the Live After 5 stage)
- When you arrive, for check in, you'll receive a red event wristband, a volunteer vest for your session, and be shown to your volunteer location inside the event space.
- When your volunteer shift is over, please return to the volunteer tent to check out and return your volunteer vest.

Shifts

- 9:00 am – 12:00 pm
- 3:00 pm – 6:00 pm
- 5:00 pm – 9:00 pm
- Pre event volunteer Set Up – Thursday, May 1st 2:00pm – 5:00pm

Responsibilities During Your Shift

- Be present and be positive. Stay hydrated.
- Please avoid being on your phone.
- Refer to your area captain with any questions/concerns
- Help keep our event space safe and clean as we go.
- Report any emergencies, injuries, or unsafe practices to your Captain and/or Event Coordinators.
- **NO CRAWFISH CAN LEAVE EVENT SPACE**



VOLUNTEER ROLES - OVERVIEW

- Event Coordinators

- **Leaders:** Michele & Lauryn
- **Location:** Mobile

- Volunteers / Event Emergencies

- **Leaders:** Michele/Renee/Terri
- **Location:** Volunteer Tent

- Judging & People's Choice

- **Leader:** Laurie
- **Location:** Judge's Tent

- Team Leadership

- **Leader:** Maliah
- **Location:** Logistics Table

- Ticket Booth/Technology

- **Leader:** Becky/Jessica/Layne
- **Location:** Logistics Table

- Crawfish Truck & Logistics

- **Leaders:**
- **Location:** Crawfish Truck

- Load in/Load out

- Leaders: Jerry Denicola
- Location: mobile

- Front Gate (RiverCenter)

- **Leaders:** Becky
- **Location:** Front Gate Tent (RiverCenter)

- Front Gate (LA5)

- **Leader:** Larry/Joni
- **Location:** Front Gate / PODS

- VIP Tent

- **Leader:** Kathie/Dr. Pamela
- **Location:** VIP Tent

- Beer Sales

- **Leader:** Shane
- **Location:** Beer Booth

- Coke Sales

- **Leader:** Greta
- **Location:** Eating Area

- Media/Emcee/Awards/Photos/DJ/Social

- **Leader:**
- **Location:** Mobile

- Eating Area Hospitality/Private Party

- **Leader:** Paula
- **Location:** Eating Area/Private Party



VOLUNTEER ROLES

— VIP, VOLUNTEER, ATTENDEE HOSPITALITY

■ Volunteer Tent (outside) (logistics-inside)

- **Captain:**
- Check in Volunteers. Make sure they sign in. Give them location.
- If captain is not waiting for them at the tent and they cannot come to the tent, walk them to location and introduce them to their Captain.
- Give volunteer a volunteer vest or lanyard. Show them where they can rest and hydrate and remind them to check out at the end of their volunteer shift.
- Check out Volunteers. Make sure they sign out. Give them a wristband, vest / lanyard and thank them for their time. Help them find their volunteer location on the map.
- Tent will be hub for Leaders, Captains, and Volunteers.
- Outside Volunteer Tent will also be Lost & Found and Event Emergencies (minor first aid)

■ VIP Tent

- **Captain: Kathie**
- WHITE wristband to enter VIP tent, ID everyone who does not have a hot pink wristband and issue.
- Attendees must have a pink wristband to consume alcohol.
- Volunteers are focused on VIP setup (9a-4n) and hospitality for VIP guests.
- Food, snowballs, and snacks are available. Beer and Wine are also available for VIP guests.
- Use of VIP is for VIP guests only. Seating is limited, volunteers should eat at the Volunteer tents.

■ Eating Area / Private Party

- **Captain: Paula / Greta**
- All 9a-12a will set up area with signage and table hospitality, 3p-6p and 6:00 pm – 9:00 pm volunteers will receive guests and keep area ready for guests.
- Report to volunteer captain to be assigned to specific area.
- Volunteers focus on keeping the eating area clean, wiping tables and helping keep the area clean for attendees.
- At the end of the evening—Fold all tables and chairs, stack together and leave in the space.
- Pick up/sweep large debris to prepare for pressure washing
- Assist attendees as needed
- Extra supplies will be at your station (near Volunteer tent). At the end, bring all extra supplies to event truck.
- Clear event space of crawfish remains.



VOLUNTEER ROLES — JUDGING & PEOPLE'S CHOICE

Leader: Laurie

- Judging
 - **Captain:**
 - Am volunteers will set up Judges' Tent with signage, forms, clipboards, pens, calculators, etc.
 - Afternoon and evening volunteers will welcome all judges. Make sure they have water/ refreshments. You will be their assistant (help them with whatever they need).
 - Coordinate pick up of crawfish to be judged. Label bottom of container with correct label as directed.
 - Keep guests and teams away from Judges' Tent.
 - **Very specific process, please follow exact directions.**
- PEOPLE'S CHOICE
 - Voting starts at 4:00 pm and ends at 7:00 pm.
 - At 6:45pm, check online system for People's Choice team winner, prepare to make the announcement from inside the event near the WAFB tent.
 - Bring paddle and winner envelope to Ally, media manager.
 - Announcement is made at 7:00 pm. Team will accept the award and wait for a photo.



VOLUNTEER ROLES

— CRAWFISH LOGISTICS, LOAD IN/OUT & BEVERAGE SALES

Leaders:

- **Coke – opens at 9am!**
 - **Captains:**
 - Receive and record beginning inventory.
 - Set up signage and bin for ticket taking.
 - Set up bins and ice down product.
 - During event, collect drink tickets. **1 drink = 1 red ticket.**
 - Replace and refill product during the event.
 - After event, organize your area and record closing inventory.
- **Beer - opens at 9am!**
 - **Captains:**
 - Receive and record beginning inventory
 - Set up signage and bin for ticket taking.
 - Set up coolers and ice down product.
 - During event, collect beer ticket. **1 beer = 1 BEER ticket.**
 - Attendees **must** have a ticket and a hot pink wristband to receive a drink. **If they do not have a pink wristband, please ask them to visit the TICKET BOOTH to present ID for a wristband.**
 - Replace and refill product during the event.
 - After event, organize your area and record closing inventory. Bring table to staging area.

- **Team and Major Vendor Load In/Load Out**
 - **Captain: Jerry Denicola**
 - Managing team arrival and departures at the behind the Old State Capitol, ensuring no one parks in this space.
 - Show teams / vendors to assigned space
 - Alert Team Support Captain (Maliah) of any team arrivals

Crawfish (Truck) & Logistics Tent (inside)

- Volunteers will assist in the monitoring of live crawfish distribution and support Crawfish Vendor as well as helping to replenish teams with supplies.
- Monitoring inventory and alerting Event Coordinators, Vendor Captain when 20 or less sacks remain.



VOLUNTEER ROLES — FRONT GATES & TICKET SALES

Leaders: Becky and Larry

Entry Tickets **Captains: Larry and Becky**
Two Front Gates (LA5 and RiverCenter)

Morning Volunteers: Set up volunteers will create entry lines using barricades. Will attach signage to tent, barricades and ticket booth as indicated, as well as prepare ticket wristbands, cash draws, download apps, test hotspots, and TEST technology/internet.

Afternoon/Evening volunteers should be stay at the front gate and be prepared for Gates Open at 4pm. Volunteers are responsibility for EVENT Ticket Sales and Event Entry/Reentry. Welcome judges and direct to the Judges tent, answer questions to walk-up guests, ensure zip ties are on the barricades and the event is closed.

During the event, you will sell entry wristbands.

1 adult entry wristband = \$40 (red wristband)

1 child entry wristband = \$10 (no wristband needed)

1 VIP entry wristband = sponsor only (stamped white wristband)

Some volunteers will be assigned to the entry area to check for entry wristbands for re-entry and to ensure no crawfish leaves the event space.

- **Drink Tickets (Ticket Booth)**
- **Opens at 9am**
 - **Captain: Becky**
 - Set up ticket booth with drink ticket signage, birthdate signage and beer wristbands.
 - **TICKETS.**
 - Coke/Water (RED ticket) = 1 tickets/ \$3
 - Beer (Beer Ticket) = 1 tickets/ \$4.
 - You **MUST** ask if they are purchasing tickets for beer and ID everyone who does not have a **hot pink** wristband.
 - Attendees must be present to receive a **hot pink** wristband, they cannot bring any wristbands to anyone one else.
 - We take cash and all major credit cards.



VOLUNTEER ROLES — FRONT GATE / TICKET BOOTH

- Front Gates / Event Entry

- **Captain: Larry and Becky**

Ticket SALES (4-5 volunteers)

- Cash and all Major Credit Cards are accepted. Gates open at 4pm.
- One line for cash one for credit cards
- Put on (red or blue) wristbands when sales are made and direct attendees to the entrance
- Ticket Price \$40 Adults, \$10 Kids

Ticket Entry (4-5 volunteers)

– Scan QR codes in Qgiv app, issue wristbands, and manage exit and reentry. No entry without a ticket. No pets or tents are allowed.

Go to the APP Store and download the QGIV APP – volunteers have assigned login pins

All attendees must present a paper QR code ticket or show a QR code on their phones. Volunteers will: scan purchase codes and permit entrance into the and must receive a wristband to enter.

- Ticket Booth

- **Captain: Becky**

- ID for Alcohol Sales following legal guidelines, issuing a PINK wristband for age 21 and over.
 - Sell Beer and Coke Tickets
 - \$4 BEER = 1 beer ticket
 - \$3 COKE/WATER = 1 red ticket
 - Hang Permit and all event signage



VOLUNTEER ROLES — TEAM SUPPORT

Leader: Maliah

- Team Support / Logistics Tent
 - Before teams arrive, prep team boxes with tickets, team t-shirts, 5 red team wristbands, judging containers, paper towels, boats, team tent signage with zip ties, and one (1) piece of plywood to each team spot.
 - As teams use supplies, refill them (paper towels, boats, wet wipes).
 - Pull trash from trash cans near teams.
- Crawfish Logistics (Truck)
 - Manage team pick up using ticket system. Teams will be given tickets when they check in.
 - Starting tickets teams receive:
 - 2 crawfish sacks
 - Once these tickets are used up, they can receive more crawfish and potato sack tickets at Captain's discretion
 - Inventory documentation every time team picks up crawfish and produce
 - Teams are allowed 2 sacks of crawfish per pot at a time unless pots boil more than 2 sacks at a time
 - After 7:15, teams cannot receive more crawfish.



CONTACT INFORMATION

- On the day of the event, if you need to get in contact with someone for any reason please **text**:

Michele [Junior Achievement]

at (225) 252-7176

We will not have access to email on event day. Please text the number above and we will try to respond.



FINAL NOTES

Share your participation with friends,
co-workers, and family!

Connect with us on Insta, FB, X:
Crawfish King Cook Off.

**This is a fundraiser and a good way
to make our community stronger, so
we ask for cooperation and
collaboration at the event!**

Thank you for your participation!



THANK YOU

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