



Volunteer Job Descriptions

Check-in: This is when we have the opportunity to set the tone for our guests experience at our event. The first impression is the most important. We want them to be greeted warmly and appreciatively. Of course without them we don't have an auction. The key is to make the check-in process quick. Many guest like to be "fashionably" late, the longer it takes to get them in the door means less time to participate in the elements of the fundraiser.

Need 6 volunteers:

- 3 people confirming registration information is correct (phone number, address, etc.) Handing out packets and instruct them toward the silent auction, thanking guests for coming and letting them know they will check out at the same table at the end of the night.
- 3 people retrieving bidder numbers for guests as they arrive and check-in

Check-out: Check-out will be our guests' last memory. This is our opportunity to make sure they remember the event favorable and want to attend again next year.

Need 6 volunteers:

- 3 people checking out our guests, confirming purchases are correct and guests are receiving all the items the won in auction.
- 3 people retrieving auction items for guests once they have paid for them, remembering to confirm that the items are paid for.

Silent Auction

Set up: **Need 3 volunteers plus lead (Mary)**

- 3 people to display items so they can be bid on easily, arranging items on the table in order by item number, placing bidder sheet with correct items with index card underneath, and making the silent auction tables fun and appealing to the eye (more direction to be given the day of by Mary)

Closers: **Need 2 volunteers (or more depending on how many auction tables)**

- 2 people should be present at the silent auction tables throughout the evening to answer question about the items, approximately 5 minutes prior to closing the tables all closers should be in positions to "close" the table, circling the winning bid of the item, removing the bid sheet and writing the winning bidder's number and bid amount on the index card underneath bid sheet and attaching it to the item. Once everyone has been seated for dinner remove all items from tables and place them near the check-out table in an organized fashion (by item #, bidder #, etc.) so runner can retrieve items in a fast manner for guests.

Live Auction

Spotters: Need 2 volunteers

- 2 people who are lively and energetic to interact with the audience and relaying active bidders to the auctioneer during live items.

Recorders: Need 2 volunteers

- 2 people recording the description, price and buyer number of each item, and catching prices and bidder numbers for the paddle raise.

MC/Vanna: **Need 1 volunteer**

- 1 person to display or give a brief description of the live auction item before the auctioneer auctions it off and knowing which item is next to be auctioned off and having it ready to display or talk about.

Event/ Dining Room Set Up

Need 15 volunteers plus lead (Allyson)

- 15 people to cloth tables, chairs and tie chair bows, set centerpieces, hanging sponsors company banners, placing themed decorations around dining room and making the room fun and inviting for guests to enjoy their Kentucky Derby themed event (more direction to be given the day of by Allyson)

Event/ Dining Room Breakdown

Need 10 volunteers

- 10 people to remove all table cloths, chair covers and chair bows and put them away in specified totes, breakdown centerpieces (dump water if needed, toss flowers, etc.) and put glass vases/ other centerpiece décor away in specified boxes, help tear down silent auction table, gather up any other decorations and Sweethearts Ball belongings and store them in correct places and help load up cars.

Games

Need 4 volunteers (depending on amount of games at the event)

- During the event each person will be selling tickets for their assigned game (50/50, heads or tails, etc.) keeping track of bidder numbers and the amount purchased by each bidder (not accepting cash) Once guests have been seated for dinner each person will turn their sheet into the check-out table where bidders accounts will be charged for the tickets purchased.