

# **Volunteer Position Descriptions**

## **Gala Volunteer Position Descriptions**

**Most Positions are in Person**

### **Gala Centerpieces (Arrive during Gala set-up at venue)**

- This individual will work using their creative skills to put together center pieces with the theme of each year for the upcoming auction.
- Will work with Auction Coordinator to determine colors/flowers and budget.
- Will need to deliver to venue and set up the center pieces on each table.
- Responsible for making sure all centerpieces are removed from table at the end of night if any of the centerpieces have rented or borrowed elements.

### **Gala PowerPoint Producer: January-Auction**

- This individual will create the PowerPoint presentation for the upcoming auction.
- This individual will work with the Auction Coordinator for the content
- Sometimes this position may require some last-minute updates even the day before the auction. Will need to be readily available during this time.
- Having an updated version of PowerPoint is helpful.

### **Gala Merchandizing Director (9:00 am - 3:30 pm)**

- The Merchandizing Director will work with a team to make the entire auction items look presentable and attractive to the potential bidder.
- Auction Coordinator will supply list of items report to Merchandizing Director.
- This individual will also need to let Auction Coordinator know if there are any props or supplies that are needed for Merchandizing 2 weeks prior to event.
- Can work from home but will need to be in person day of events.

### **Gala Sound & Video - 2 weeks prior to auction- auction and day of event.**

- This person will need to have access to sound and video equipment.
- This individual will work using their amazing skills to ensure that the Gala can be heard, and presentation seen by all guests.
- Will work the hotel staff to ensure that video footage and screens are working and prepared.
- In person night of the event.

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### **Gala 50/50 Chief – Night of Gala 4:30-7:00**

- The Gala 50/50 Chief participates and oversees selling raffle tickets and
- Meeting with the raffle team prior to selling to go over goal for raffle sales.

### **Gala before and after auction Crew Chief (9 am until all items have been delivered. 9:00 pm – until all items have been packed up and delivered back to the school.**

- These individuals will direct and help volunteers to pack up items at Gala for transport to and from the Gala.
- They will be responsible for transporting items back to the school after the event.
- Will lead and work with the Gala Clean-Up crew.

### **Gala Evening Volunteer Positions:**

**Please note: Check-In Volunteers can transition to other positions needed after check-in.**

### **Check-In (4:30-8:00):**

- Greet guests and pre-check credit card pass out bidder packets and direct to entrance of ballroom.

### **Table Closers Silent (6:00-7:00):**

- These volunteers will attend to the Silent tables to make all bidding stops once the table closes.
- After table is closed you will remove bid sheet and run to data entry Evergreen Event Services will train.

### **Data Entry (4:30-10:00):**

- Preferred Data Entry experience but will train.
- Will be entering sold items as tables close.

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### **Spotters (7:00-10:00):**

- Assigned to different sections of the room, spotters alert the auctioneer to the bids and call out the bidder numbers. The auction house will bring 1 or 2 spotters too.
- Be able to read non-verbal cues
- Is a high-energy position. Not afraid to razz competing bidders.
- Meeting with the auctioneer beforehand to go over and understand what they may need.

### **Dessert Dash (6:00-9:00):**

- Will run dessert flags for winning bidders and put them in the dessert.
- Deliver the dessert to the winning person/table.

### **Runners (7:00-10:00):**

- During the auction, these people will run the completed Live Bid sheets to the check-out area and get signature of winner.

### **Check-Out (8:00-10:00):**

- Will help guests check out.
- They will direct bidders to the merchandise pick-up.

### **Certificate Pick-Up (7:00-10:00):**

- Hand out Certificates to winning bidders after check-out.

### **Gala Oral Auction Reader (5:30 -10:00):**

- The Gala Oral Auction Reader will read each of the item descriptions to the attendees.
- The Reader will also be working very closely with the auctioneer.
- Personality is a plus!

### **Gala Oral Auction Recorder -6:00-10:00**

- The Gala Oral Auction Recorder will record the highest winning bid number for each item.
- Must listen closely and work fast and efficiently.

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### **Gala Clean Up and Transport (8:30-11:30):**

- These volunteers will need to start packing up items that are not claimed or winner is unable to transport the night of.
- Pack up all props and decor used to display items. Put them away in the proper boxes labeled.
- Have items ready and securely boxed for transport back to school.

**All these positions are very important for the success and execution of our largest fundraiser of the year. We hope that a parent(s) can commit to one of these lead positions for the time that they are here at St. Vincent. This is also great way to use your talents and know how you are contributing to your volunteer hours each year.**