



Volunteer Job Descriptions & Shifts

(Subject to change as schedules become finalized)

Restaurant & Vendor Check-in:

Checks in restaurants and vendors (each has an assigned booth located on the map and master list). Each restaurant and vendor gets a box/bag with wine glasses & plates for their crew.

- ✓ Shift 1: 10:00 a.m. – 12:30 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**
- ✓ Shift 2: 12:30 p.m. – 3:00 p.m. | Number of volunteers needed: **2**
- ✓ Shift 3: 3:00 p.m. – 6:00 p.m. | Number of volunteers needed: **2**

Volunteer Check-In:

Checks each volunteer off on the schedule to ensure coverage in all areas. Gives them their lanyard and instructions on where to report (and plates/glasses depending on shift).

- ✓ Shift 1: 5:00 p.m. – 6:30 p.m. | Number of volunteers needed: **3 POSITIONS FILLED**
- ✓ Shift 2: 6:00 p.m. – 7:00 p.m. | Number of volunteers needed: **2**
- ✓ Shift 3: 7:00 p.m. – 8:00 p.m. | Number of volunteers needed: **2**

Guest Check-In Tables:

Greets guests and does one of the following: Tickets (tearing at perforation: give attendee back the large end & retain the smaller portion); Wine glass, Plate, Gift bag/Program distribution (one each to every guest).

- ✓ Shift 1: 5:45 p.m. – 7:00 p.m. | Number of volunteers needed: **16 POSITIONS FILLED**
- ✓ Shift 2: 7:00 p.m. – 8:00 p.m. | Number of volunteers needed: **4**
- ✓ Shift 3: 8:00 p.m. – 9:00 p.m. | Number of volunteers needed: **2**

Greeters and Front Door Crowd Control:

Greets guests and ensures that no one is allowed into the venue prior to 6:00PM other than volunteers and vendors. Help guide attendees into the four available check-in lines and helps to keep the lines moving. Also directs reserve room guests and volunteers to their own entrances.

- ✓ Shift 1: 5:30 p.m. – 6:45 p.m. | Number of volunteers needed: **3 POSITIONS FILLED**

Bid Stations/Tables:

Bid stations are located in several locations. Bid station attendants need to get specific information from people requesting a number (name, address, telephone, and email address). Gives the guest their show book and points out their bid number.

- ✓ Shift 1: 6:00 p.m. – 8:30 p.m. | Number of volunteers needed: **8**

Dessert/Cheese Table:

Keeps the cheese platters filled and keeps area clean (latex gloves provided).

- ✓ Shift 1: 6:00 p.m. – 7:30 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**
- ✓ Shift 2: 7:30 p.m. – 8:30 p.m. | Number of volunteers needed: **2**

Smoking Door Monitor:

Monitor the people that wish to go out for a smoke to make sure the same people come back in

- ✓ Shift 1: 6:00 p.m. – 7:30 p.m. | Number of volunteers needed: **1 POSITION FILLED**
- ✓ Shift 2: 7:30 p.m. – 9:00 p.m. | Number of volunteers needed: **1**

Water Station:

Water is provided in small bottles to hand out to guests one at a time.

- ✓ Shift 1: 5:45 p.m. – 7:30 p.m. | Number of volunteers needed: **2**
- ✓ Shift 2: 7:30 p.m. – 9:00 p.m. | Number of volunteers needed: **1**

Wine Pourers/Assistants:

Assists Standard Beverage (based on training) that each person in line gets a 1 ½ ounce pour of wine.

- ✓ Shift 1: 5:45 p.m. – 7:30 p.m. | Number of volunteers needed: **15 POSITION FILLED**
- ✓ Shift 2: 7:30 p.m. – 9:00 p.m. | Number of volunteers needed: **4**

Roving Relief and Back-up:

Provides relieve to other volunteers/managers (i.e., bathroom break or emergencies).

- ✓ Shift 1: 6:00 p.m. – 7:30 p.m. | Number of volunteers needed: **3**
- ✓ Shift 2: 7:30 p.m. – 9:00 p.m. | Number of volunteers needed: **3**

Reserve Room Set-up:

Assists with setting up and getting the Reserve Room ready prior to doors opening on Saturday.

- ✓ Shift 1: TBA | Number of volunteers needed: **3 POSITIONS FILLED**

Reserve Room Bussing Assistance:

Assists with filling ice, water, dump buckets and keeping the area clean.

- ✓ Shift 1: 6:00 p.m. – 8:30 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**

Reserve Room Breakdown:

Breaking down the room and packing up of items. Instructions are provided.

- ✓ Shift 1: 8:15 p.m. – 9:00 p.m. | Number of volunteers needed: **2**

Reserve Room Auction:

The first shift helps with the set-up of auction items. The second shift monitors the area/table and the third shift closes out & packs up the auction items including the paperwork for checkout. Instructions provided.

- ✓ Shift 1: 5:00 p.m. – 6:30 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**
- ✓ Shift 2: 6:30 p.m. – 8:30 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**

Silent Auction Monitors:

Monitors are given a section to secure and familiarizes themselves with the area, directs people to one of bid stations to get a bid number. and answer any questions. Shifts 3 & 4 also assist with the close out, assists customers with their purchases and pack up of items.

- ✓ Shift 1: 4:30 p.m. – 6:00 p.m. | Number of volunteers needed: **2 POSITIONS FILLED**
- ✓ Shift 2: 6:00 p.m. – 7:30 p.m. | Number of volunteers needed: **6**
- ✓ Shift 3: 7:30 p.m. – 8:30 p.m. | Number of volunteers needed: **8**
- ✓ Shift 4: 8:30 p.m. – 9:30 p.m. | Number of volunteers needed: **4**

Live Auction Bussing Assistance:

Clear Live Auction Table. Sets out food platters of food on the table.

- ✓ Shift 1: 8:00 p.m. – 9:00 p.m. | Number of volunteers needed: **2**

Live Auction Monitors:

Stay within the area of the live auction items to keep secure and to answer any questions. Encourages guests to go to one of bid stations to get a bidder number.

- ✓ Shift 1: 6:00 p.m. – 7:30 p.m. | Number of volunteers needed: **3 POSITIONS FILLED**
- ✓ Shift 2: 7:30 p.m. – 9:00 p.m. | Number of volunteers needed: **4 POSITIONS FILLED**

Live Auction Spotters/Assistant Spotters

Spotters are assigned to an area and gets the AUCTIONEERS attention and obtains the bidders number and that the Auctioneer has repeated the number correctly for the recorders, runners, etc.

- ✓ Shift 1: 8:30 p.m. – 11:00 p.m. | Number of volunteers needed: **10 POSITIONS FILLED**

Live Auction Runners:

Auction runners stand by winning bidders so you (Runner) can identify where to bring bid sheets to for signatures. You get the bid sheet from the stage recorders; run them to the winning bidder for a signature.

- ✓ Shift 1: 8:15 p.m. – 10:15 p.m. | Number of volunteers needed: **4**

Live Auction Stage Recorders (various positions):

- ✓ Shift 1: 8:30 p.m. – 11:00 p.m. | Number of volunteers needed: **3**

Live Auction Pack Up:

Assists customers with (close-out) of their purchases and packing up of items. Instructions are provided.

- ✓ Shift 1: 8:30 p.m. – 11:00 p.m. | Number of volunteers needed: **6**