

BLACK & WHITE BALL VOLUNTEER POSITION DESCRIPTIONS

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All volunteers for the Ball will report to the Black & White Ball Volunteer Coordinator/Executive Assistant. While it may be possible to have some volunteers arrive later or dismiss some volunteers before the end of the evening, all should expect to stay until the Ball has finished.

EARLY SET-UP

Volunteers will be asked to arrive well in advance of the Ball to assist staff with assembling & placing gift bags. You will also be placing programs & auction paddles on each seat.

DIRECTIONALS

Volunteers will be asked to stand in certain locations throughout the property to direct guests to the ballroom or VIP Reception should they need the help.

COAT ROOM

Volunteers will be asked to take guests coats and give them a claim check for their coat. You will then hang the coat in the secured coat room. Due to the high value of some of the coats, one volunteer will have to stay in place at all times. At the end of the evening, guests will return their claim check to the volunteers and they will be given their coat.

SILENT AUCTION ATTENDANT

You will be asked to assist Ball guests during the silent auction taking place during the general cocktail reception. You would be asked to inquire if guests are registered with the auction service or check with guests to see if they have any questions about auction items. You are also asked to keep an eye on smaller or valuable items so that they aren't misplaced.

LIVE AUCTION VOLUNTEER

These volunteers will be in the ballroom during the Live Auction portion of the evening. During the Live Auction, you will be assigned a section that amounts to a maximum of 2 to 3 tables in the ballroom. You will assist the auctioneer by raising a lighted wand to draw attention to someone in your section that would like to bid. You will be asked to assist the auction service with payment if needed.

PADDLE RAISE VOLUNTEER

The paddle raise portion of our evening involves the auctioneer/emcee calling out dollar amounts and guests raise their auction paddles if they want to make a donation at that amount. Volunteers will need to be diligent and attentive and write down all the paddle numbers that are being held up at the different levels. You will be directing auction service staff to any who raised their paddles so they can finalize payment.

EVENT CLEAN UP

After the Ball has ended, you will be asked to assist staff in collecting auction paddles, programs, or any materials left at the end of the evening. You will not be asked to take down tables, décor, or electronic equipment. It will be late in the evening, but with many hands to help it will be completed very quickly.