



## Volunteer Opportunities for the Gala & Auction

### Sponsorship Committee

- **Identify Potential Sponsors:** Research and compile a list of potential business sponsors.
- **Outreach and Communication:** Reach out to potential sponsors via email, phone, or in-person meetings to present sponsorship opportunities.

### Procurement Committee

- **Item Sourcing:** Identify and reach out to potential donors for live auction items, including businesses, artisans, and community members.
- **Donation Coordination:** Coordinate the collection and documentation of donated items, ensuring all necessary details are recorded and assist in creating detailed item descriptions.

### Dessert Dash Coordinator and Dessert Pick-Up & Delivery Volunteers

- **Coordinator Role:** Arrange dessert pickups or drop-offs with each business. Schedule volunteers for these pickups. At the venue, arrange the dessert table and ensure all desserts are attractively presented ensuring each one is properly labeled.
- **Pick-Up and Delivery Volunteers:** Pick up desserts on the day of the event and deliver them to the venue.

### Decorations Committee

- **Material Sourcing:** Assist in identifying and procuring decorations. Assist in the creation and assembly of decor elements.
- **Set-up and Installation:** Assist in setting up and arranging decorations on the day of the event.
- **Creative Input:** Provide creative ideas and solutions to enhance the overall aesthetic of the event.

### Marketing/Promotions Volunteers

- **Event Promotion:** Promote ticket sales and encourage attendance for each grade/class.

### **Day of Event Set-Up Volunteers Needed**

- **Venue Preparation:** Assist in setting up tables, chairs, and other furniture according to the event layout.
- **Display Setup:** Help with the placement of decorations, including centerpieces, signage, the wine toss game, silent auction items, and bid sheets.
- **Final Touches:** Ensure all areas are clean, organized, and ready for guests before the event begins.

### **Night of the Event Volunteers Needed**

- **Check-In Guests:** Welcome guests, check them in, and provide them with all necessary information for the auction.
- **Enter Bids into Software:** Accurately enter bids into the auction software to keep track of all bids and ensure a smooth guest billing process.
- **Live Auction Recorders:** Record bids during the live auction and Fund-A-Need(s), ensuring all bids are accurately documented.
- **Live Auction Spotters:** Assist the auctioneer by spotting and signaling bids from the audience during the live auction.
- **Run the Wine Toss Game:** Oversee the wine toss game, explaining the rules to participants and ensuring the game runs smoothly.
- **Dessert Dash Set-Up:** Help set up the dessert dash area, ensuring all desserts are displayed attractively and desserts are labeled correctly.
- **Move Auction Items:** Assist in moving auction items out of the silent auction room and preparing them for guest pick-up after the event.