

## *Rhapsody in Blue*

### Volunteer Positions

#### **Pre-Event – Computer Data Entry**

Date: Flexible      Volunteers Needed: 1-3

This is ideal for a detail-oriented person with accurate typing and some creative writing skills. Volunteers in this position will come to the school office and enter auction items into the auction software with provided information.

#### **Pre-Event – Auction Item Pick-Up**

Date: Flexible      Volunteers Needed: 1-4

As notification of donated items are received, often the items need to be picked up from the local vendors who provide them. We need volunteers who can pick up such items.

#### **Pre-Event – Drawing Ticket and Treasure Chest Key Sales**

Date: 3 – 3:30 p.m. on flexible dates      Volunteers Needed: 2 each day we have table out

Volunteers needed to sit at a table in front of the school to sell Drawing Tickets and Treasure Chest Keys prior to the event. All materials will be provided.

#### **Event Day – Event Set-up**

Date: Saturday, March 31, 10 a.m. – 12 noon or 12 noon – 2 p.m.      Volunteers Needed: 4-8

Volunteers will be needed to assist in the set-up of the silent auction area, place centerpieces and favors, and other miscellaneous tasks.

#### **Event – Check-In**

Date: Saturday, March 31, 5 – 7 p.m.      Volunteers Needed: 4 (prefer non-attendees)

Volunteers will greet guests, find their packets (paddles, programs, seating cards, etc).

#### **\*Event – Drawing Tickets, Treasure Key and Instant Invite Sales**

Date: Saturday, March 31, 5 - 7:45 p.m.      Volunteers Needed: 2-3 (prefer non-attendees)

These volunteers will be asked to "sell" drawing tickets, treasure chest keys and instant invites. They will have all materials at a pre-determined table, but may be asked to walk around to attendees.

#### **\*\*Event – Silent Auction Room – Need Volunteers NOT attending the event!**

Date: Saturday, March 31, 6 – 11 p.m.      Volunteers Needed: 6 non-attendees

These volunteers will do some data entry, assist in the preparation of invoices, gather and organize auction items by winning bidder, act as cashiers, etc. Pre-event computer training is required (1 hour at a mutually agreeable time).

#### **\*Event – Auction Runners- Need Volunteers NOT attending the event!**

Date: Saturday, March 31, 9-11 p.m.      Volunteers Needed: 4-6 (non-attendees)

Will take invoice totals to tables requesting payments from auction winners. Gather signatures and provide receipts.