



## Global Gala Volunteer Positions

### **Class Tracking Management**

Assist the auction team by ensuring donations on the class tracking sheet get moved over to the procurement sheet. Coordinating with other room parents to check-in on status of donations where there are gaps. (1 Volunteer)

### **Decoration Assemblers**

Assist the auction team with the creation and acquisition of any decorations. This can include: creating floral arrangements, designing table decor, etc. (1+ Volunteers)

### **Task Superstars**

Assist with smaller one-off projects for the auction such as: assembling bid folders, packing art projects for transportation, hand addressing envelopes for invites or communications, picking up and/or dropping off auction donations. (1+ Volunteers)

### **Art Project Coordinator**

Makes themselves available to room parents to assist with art projects to ensure a timely completion. Helps keep this piece of the gala on track so that room parents don't get overwhelmed. (1 Volunteer)

### **Load-In & Set Up Auction Day**

Volunteer your car and time! We'll need volunteers to help load up student art projects and other decorations and materials that need to be transported to the auction venue. We'll then need your help unloading and setting up decorations and displaying art at the venue.

Time commitment: Day of the Auction, Saturday, January 27. Morning/afternoon (5-6 volunteers)

### **Raffle Sales**

Manage stations where raffle tickets are available for purchase. We'll need someone to be stationary at the raffle table and a few others circulating the room and encouraging patrons to buy tickets during the cocktail hour. Also be ready to record any sales prior to raffle drawing and ensure these numbers get into the raffle bin for the live drawing.

Time commitment: Night of the Auction on Saturday, January 27 (1-3 volunteers)

### **Cocktail Hour Activities Hosts**

Manage our activity stations during cocktail hour. Stations may include: Wall-of-Wine, Cracker or balloon pop, Photo Station, Gift Card Wall

Time commitment: Night of the Auction on Saturday, January 27 (2-4 volunteers)

**Live Auction Runner**

Run *Thank You* wine bottles to the live auction winners. Must be paying attention to where the winning bidder is and able to quickly and politely deliver their congratulatory wine.

Time Commitment: Night of the Auction on Saturday, January 27 (1-2 volunteers)

**Break Down/Load Out**

Assist with cleaning up after the auction is over and driving all items back to the ISP office.

Time Commitment: Night of the Auction on Saturday, January 27 at 10pm (3-4 volunteers)

**Floater**

Fill in where needed the night of the Auction. Covers breaks for other volunteers and quick to pick up any task.

Time Commitment: Night of the Auction on January 27. (1+ Volunteers needed)