

Before Auction Day/Night Volunteer Opportunities

Donation Volunteers: Before Event 3 Volunteers

1. Stop by the center to check in with Kristina
2. Pick up auction items at locations given
3. Deliver items to Center, give to Kristina

Spring for Seniors Auction Day Tasks & Volunteers

Transport Supplies/Items to Auction Hall: 9:00am-10:30am

AI's Crew

4. Meet AI at Ballard NW Senior Center
5. Transfer kitchen supplies/food to the Auction Hall's lobby
6. Transfer rental supplies to the Auction Hall's lobby
7. Transport auction items to the Auction Hall's lobby
8. Volunteers have lunch at 12:30/1:00

Set Up: 10:00am-3:00pm

12+ Volunteers

1. Transport auction items upstairs to Auction Hall
2. Become familiar with the Auction Layout Map
3. Re-arrange auction and dinner tables to match Auction Layout
4. Double check all tables are securely locked
5. Set Dinner tables in the following order:
 - a. Silverware
 - b. Fold & Place Napkins
 - c. Salt & Pepper
 - d. Water Pitchers (at tables during dinner)
 - e. Dessert Plates for Dessert Dash
 - f. Water Glasses
 - g. Wine Glasses
 - h. Place Centerpieces on tables
6. Set Silent Auction tables in the following order:
 - a. Silent Auction items moved to match Sections 1, 2, and 3
 - b. Place items on tables and reposition tables/items as needed
 - c. Bid Sheets by each Silent Auction item
 - d. Pens by each Silent Auction item
 - e. Hors d'oeuvres on Silent Auction tables
 - f. Place Dessert Dash forms on tables (after set)
7. Set up sign in/checkout tables in the following order:
 - a. Set up check in table
 - b. Set up fast check out table
 - c. Set up form intake area
 - d. Prepare check out supplies
8. Bar set-up (after 1pm if needed)
9. Organize coat check

- a. Tidy room
 - b. Set up 2 tables and 8 chairs
10. Volunteers have lunch at 12:30/1:00

Kitchen Staff: 10:00am-9:00pm

3 Volunteers (6:00-6:45)

- 1. Organize kitchen and supplies
- 2. Dinner preparations
- 3. Volunteers lunch at 12:30/1:00
- 4. More dinner preparations
- 5. Assist with plating food before and during dinner
- 6. Assist to cleaning kitchen before, during, and after event

Dishwashers: 5:00pm-9:30pm

3 Volunteers

- 1. Wash and dry pots, pans, cups, and dishes as needed before event
- 2. Keep up with washing and drying during event
- 3. Wash and dry dishes after event
- 4. Wipe counters
- 5. Sweep floor
- 6. Take out trash
- 7. Do what is needed to leave kitchen spic n' span

Wait Staff: 4:00pm-9:30pm

10 Volunteers

- 1. Set menu
- 2. Greet guests
- 3. Help guests with coat room
- 4. Fill wine glasses during silent auctions (Must be 21)
- 5. Water pitchers on tables with ice @ 5:45
- 6. Serve & clear salad course (after Silent 3 ends)
- 7. Serve & clear main course
- 8. Clear dessert course (after Dessert Dash)
- 9. Refill water glasses, bread baskets, etc. as needed
- 10. 1 Red (wine), 1 White (wine) on tables of 6-8
2 Red, 2 White on tables of 10+,
Silent Auction 3 closes NOT before (Must be 21)
- 11. Volunteers dinner (pizza and pop) any time

Bar: 5:00pm-9:00pm

6 Volunteers

- 1. Enough wine open to put 1 Red,
2 White on tables of 6-8 & 2 Red
2 White on tables of 10+ at the end of Silent 3
- 2. Wine Runners place wine on the tables (Must be 21)

Silent & Live Auction: 4:00pm-9:30pm

6 Volunteers

- 1. Rebecca – (Staff)

2. Instructions for Silent Auction – Rebecca & Carlye
3. Assist guests w/questions about silent auction
4. Be ready for each silent auction closing
5. Responsible to collect 2 top sheets
(Pink sheet stays) Closes-bring to cashier table
6. Work all three silent auctions
7. Help with collecting dessert dash bids
8. Volunteer dinner any time (pizza & pop)

Runners and Carry Out: 4:00pm-9:30pm

6 Volunteers

1. Silent/Live Volunteers after other duties
2. Find individual with the highest bid
3. Go to table and get their signature
4. Take signed form to check-in/check-out table
5. Help guests carry auction items to cars
6. Thank guests for coming
7. Volunteer dinner any time (pizza & pop)

Heads & Tails Bead Sellers: 4:00pm-9:00pm

2 Volunteers

1. Pre-count money to Kristina
2. Greet guests at entrances
3. Sell beads for game-Beads at \$5.00 each
4. Mix with guests and sell beads for the game
5. Record any sales to Bid #'s on record sheet
6. Turn in completed record sheets to Kristina as each gets filled
7. Turn in all record sheets and baskets to Kristina once all keys are sold
8. Count money received to Kristina, and turn money into her.

Key Sellers: 4:00pm-9:00pm

4 Volunteers

1. Pre-count money to Kristina
2. Greet guests at entrances
3. Sell "Keys" to Treasure Chest
 - a. 206 Keys, Only 1 key opens chest, \$250.00 cash prize - Keys at \$5.00 eac
4. Record any sales to bid #'s on record sheet
5. Turn in completed record sheets to Kristina as each gets filled
6. Turn in all record sheets and baskets to Kristina once all keys are sold
7. Count money received to Kristina, and turn money into her.

Wine Toss: 5:00pm-6:30

2 Volunteers

1. Collect money/write bid # on sheet
2. Throw ring onto wine bottle
3. If they ring-it they WIN that bottle

Dessert Dash Tally for Winners: 6:45pm

3 Volunteers

1. Record amount for each table
2. Tally highest amount to lowest
3. Announce in order

Live Auction Recorders: 7:00pm-9:00pm

2 Volunteers

1. Record bids for Fund a Need
2. Record bids for Live Auction
3. Record bid number/bid amount in catalog

Check-in Cashiers: 4:00-6:00pm

2 Volunteers

(Training on Saturday Prior to Auction)

1. Check in guests
2. Locate and give guest packets, telling them their table number

Fast Checkers: 4:00pm-6:00pm

4 Volunteers

(Training on Saturday Prior to Auction)

1. Record credit card information for fast checkout
2. Record contact info with credit card
3. Take payments for entrance fee when needed
4. File credit card slips in numbered guest folders

Check-out Cashiers: 6:00pm-Close

4 Volunteers

(Training on Saturday Prior to Auction)

1. Ask guest for guest number
2. Ask filers for guest folder by folder number
3. Total bid sheets in guest folder
4. Fill in auction total due on credit card slip
5. Hand over all won gift certificates

Check-out & Clean Up Assistants: 9:00pm-Close

3 Volunteer

(Training on Saturday Prior to Auction)

1. Assist guests locate won auction items in the Auction Hall
2. Assist guests take won auction items downstairs
3. Once closed and guest have left assist with:
 - a. Load out any left-over auction items
 - b. Load glasses/other rental items into racks
 - c. Bus and strip tables
 - d. Collect any garbage/other items
 - e. Make room presentable
 - f. Abbey rent linens into their sacks
 - g. Center linens (green) folded to center

Filers: 5:00pm-Close

3 Volunteers

(Training on Saturday Prior to Auction)

1. Transfer sheet information to bid sheets
2. File all bid sheets into numbered guest folders
3. File all won gift certificates into the numbered guest folders

Cashier Runner: 4:00-Close

1 Volunteer

(Training on Saturday Prior to Auction)

4. Assist with check in – direct guests to fast check in, and silent table one
4. Run errands for cashiers during event

Clean Up: 9:30pm-Close

20 Volunteers

(No dishes)

5. Load out any left-over auction items
6. Load glasses/other rental items into racks
7. Bus and strip tables
8. Collect any garbage/other items
9. Make room presentable
10. Abbey rent linens into their sacks
11. Center linens (green) folded to center