

**Trees For Tomorrow  
Banquet Fundraiser  
Volunteer Positions 2016**

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| <b>Position</b>                   | <b>Description</b>   | <b>Position Date</b>        | <b>Hours</b>   |
|-----------------------------------|--|-----------------------------|--|
| <b>Fundraiser</b>                 | Are you an extrovert? Do you love a challenge? Be brave and fearless helping us raise funds and donations for our event. You'll make phone calls to various organizations and ask for their support as a sponsorship or through a donation to our raffles and auctions. You'll follow up with sending them sponsorship or donation forms and arrange for pickup of items.)                         | 3-6 months prior to event   | Self-paced position to starts 3-6 months prior up until event. |
| <b>Set-Up</b>                     | The ultimate worker bee job: this is the no-frills (come in your grungy jeans) set-up crew. You'll schlepp, unfold, climb and otherwise lay the framework for the entire evening.  | Saturday, November 05, 2016 | 11:00 AM to 3:00 PM  |
| <b>Décor</b>                      | Are you the designated present-wrapper in your household? Do you have a knack for making anything look nice? Do you have an eye for design? If yes, we need you for decorating.  | Saturday, November 05, 2016 | 11:00 AM to 3:00 PM  |
| <b>Attendee Registration</b>      | Are you comfortable with data and computers? We need computer-savvy volunteers. Welcome and thank attendees for coming as they enter the banquet; Complete attendee registration form (important to get complete information, as this information may be used for payment follow-up and future data base, including email); Process attendee registration.   | Saturday, November 05, 2016 | 3:00 PM to 5:30 PM   |
| <b>Greeting and Table Seating</b> | You'll help orient guests on the venue, and ensure that guests make it through registration and find their way to the reception, auction items, and their dinner table.  | Saturday, November 05, 2016 | 3:00 PM to 5:30 PM   |
| <b>Fund-in-Need</b>               | Speaks to the attendees on the cause captivating them with a compelling story scripted to match our goal. The script should be no more than 2 – 3 minutes can be a live speaker, a video, or an audio recording.   | Saturday, November 05, 2016 | 6:45 PM to 7:00 PM   |
| <b>Welcome</b>                    | You will welcome all attendees to the event and share information about the event and our mission. This position is usually board president and our Executive Director.  | Saturday, November 05, 2016 | 6:00 PM to 6:15 PM   |
| <b>Packets and Bid #s</b>         | Efficient and organized, you can handle 15 things at once and make it look like a snap! Give Auction Catalog to attendee; Direct attendee to auction items/seating area; You'll ensure that guests receive their bidding numbers and other information so that the entire evening runs smoothly! Thank attendees for coming and let them know you are there to answer any questions they may have. | Saturday, November 05, 2016 | 3:00 PM to 5:30 PM   |
| <b>Promoter</b>                   | You could sell ice to an Eskimo and you LOVE chatting with people, especially when you can talk about the fabulous auction items that they won't get anywhere else! You'll   | Saturday, November 05, 2016 | 4:30 PM to 6:30 PM   |

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|   | answer questions, start bidding wars and congratulate "Buy it Now" winners. This volunteer gig is high energy and lots of fun. We need volunteers to walk around the silent auction items and walk around to help guests buy their raffle entries.  |                                   |                       |
| <b>Raffle Ticket Sales - Silent Auction</b> | You're a natural-born salesman/saleswoman! Are you outgoing and have what others would call an infectious enthusiasm? We need volunteers to help attendees buy their raffle entries.  | Saturday,<br>November 05,<br>2016 | 4:30 PM to 6:30<br>PM |
| <b>Event Photographer</b>                   | The photographer would bring all of their own equipment (cameras, lenses, power packs, etc). The photographer will photograph the crowd, individuals and capture the mood and feeling of the event. This person will need to provide a selection of digital images and edit as required.  | Saturday,<br>November 05,<br>2016 | 4:30 PM to 8:30<br>PM |
| <b>Floater</b>                              | Fixers for anything and everything, will help where ever necessary.   | Saturday,<br>November 05,<br>2016 | 3:30 PM to 6:00<br>PM |
| <b>Live Auction Merchandise Handlers</b>    | Carry items onto floor for attendees to preview as Auctioneer introduces item; Quickly and effectively move item across stage/through crowd as bidding occurs; show attendees close-up when necessary; move item off floor quickly when sale closes; Work with Auctioneer before auction to determine specific needs.   | Saturday,<br>November 05,<br>2016 | 6:00 PM to 8:30<br>PM |
| <b>Runners</b>                              | If you have boundless energy, pay attention to details and can be quiet as a mouse then this is the volunteer gig for you! We need help with closing silents, running live items to check out , and running docs from recorders to data entry. This volunteer job takes place during the live auction/dinner; if you sign-up for this job you cannot be seated for the dinner.                                | Saturday,<br>November 05,<br>2016 | 6:00 PM to 8:30<br>PM |
| <b>Recorder</b>                             | You're great with numbers and are naturally organized. You'll be capturing the top bid amount and bid number for each auction item. If you're handy with numbers, you can keep a tally of the money raised as the live auction proceeds. This volunteer job takes place during the live auction/dinner; if you sign-up for this job you cannot be seated for the dinner.                                      | Saturday,<br>November 05,<br>2016 | 6:00 PM to 8:30<br>PM |
| <b>Live Auction Spotters</b>                | Assist Auctioneer by standing in certain sections of the audience, encouraging attendees to bid, helping the auctioneer "catch the bids" and determining attendee number; thank and congratulate attendees and encourage attendees in auction participation. Keep the guests attention. Get to know guests in assigned section before the live auction starts. This volunteer job takes place during the live | Saturday,<br>November 05,<br>2016 | 6:00 PM to 8:30<br>PM |

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|  | auction/dinner; if you sign-up for this job you cannot be seated for the dinner.  |                                   |                       |
| <b>Auction Data Entry</b>              | Are you comfortable with data and computers? We need computer-savvy volunteers to track winning bids. This volunteer job takes place during the live auction/dinner; if you sign-up for this job you cannot be seated for the dinner.   | Saturday,<br>November 05,<br>2016 | 6:00 PM to 8:30<br>PM |
| <b>Silent Auction Monitors/Closers</b> | Monitor Silent Auction; Efficiently close items that were purchased at "Guarantee Bid" price. Answer attendee questions; Encourage bidding and conversation about silent items; Remove silent bids when respective silent auction closes; Bring closed bid forms to the "Check Out" area for volunteers to process. You'll walk the silent auction and remove bidding sheets if an item has been purchased at its "Buy it now" price. You'll also close the silent auctions at the designated times. Circle winners' bid numbers and deliver to the registration desk. This job pairs well with "Merchandise Pick-up" if you want to sign up for more volunteer time. | Saturday,<br>November 05,<br>2016 | 5:00 PM to 8:30<br>PM |
| <b>Attendee Check Out</b>              | Thank attendees for their purchase and ask them for their attendee number; Process attendee Check-out; Direct attendee to Merchandise Pick-up area;   | Saturday,<br>November 05,<br>2016 | 7:30 PM to 9:00<br>PM |
| <b>Merchandise Pick-Up</b>             | If you're a worker bee and pay attention to details, we need you! We're looking for volunteers who will give winning items to attendees. Thank them again for their support; Thank attendees for their purchase; if there is a line, acknowledge attendees in line and thank them for their patience. You'll ensure guests have their receipt for the evening and will be the last smiling face they see as you hand guests their winnings. Look at receipt for items purchased; Retrieve items; Mark off items on receipt with an "X"; give receipt back to attendee; Wrap items as needed; Ensure attendee has assistance with carrying items if needed.            | Saturday,<br>November 05,<br>2016 | 7:30 PM to 9:00<br>PM |
| <b>Clean Up Crew</b>                   | Gathers everything left behind (auction items, coats, centerpieces, signage).   | Saturday,<br>November 05,<br>2016 | 7:30 PM to 9:00<br>PM |
| <b>Event Follow up</b>                 | How can you pass this up? An opportunity to be thankful for the sponsorships, donations, and the attendance is yours. Help us send thank you notes and donation receipts.   | Monday,<br>November 14,<br>2016   | 8:00 AM to<br>3:00 PM |