

TASTE OF LEES SUMMIT VOLUNTEER JOB DESCRIPTIONS

Saturday, March 5

RESPONSIBILITIES for Great Beginnings/Music Parent Volunteers:

NOTE: All volunteers are expected to remain after the event to assist with tear down

Coat Check – Need 2 people

- Coat racks will be located to right of the entry points after guests check in.
- A table and chair will be there for our coat check volunteers.
- Please greet guests. Ask to take their coat. Make sure to pin one half of coat check ticket to coat and hand the other half to the guest. This area must be monitored at all times. Stay until guests are gone.
- Help with tear down after event

Table Hosts Need 18 people (One person for each three-four tables for the duration of the event):

- Another job opportunity for those who like to interact with our audience.
- Responsible for greeting, seating and establishing a “relationship” with the people seated in your area.
- Help bus tables and empty trash (no recycling trash cans per John Knox. They handle that in house.).
- Answer guest questions. Most of the information will be in their Program. It is FULL of great information.
- Obtain information on auction items if requested. (You can be their personal shopper if they’d like)
- Keep guests informed about silent auction closing times (Times are listed in the Program.)
- Remind them to purchase Dine Around tickets and/or Game Board tickets.
- Organize bids for Fund a Cause (Chromebooks)
- During the Live Auction, you will help act as “spotters” and “ring men” working with the guests to facilitate bidding during the live auction.
- Help with tear down after event

Silent Auction Need 21 people for entire evening; 3-4 people at each of 7 silent auction zones.

- This job requires you to stand inside the square of tables and monitor the items in your auction area. Breaks can be taken, but 2 people need to be on duty at all times even after the zone has closed (for security reasons). It is a job for those who like to engage with the shoppers.
- Be knowledgeable about the items on your table; encourage shoppers to bid on items.
- Keep all items in your area secure throughout the evening so that nothing leaves without being paid for.
- Monitor the bid sheets to be sure people are submitting bids consistent with the instructions on the bid sheet
- When shoppers come to collect their merchandise, you will check the paid receipt before releasing the item(s).
- Help with tear down after the event

Photography

- This job requires some experience with indoor photography AND you will need to bring your own camera.
- Help with tear down after the event

Tear Down

All volunteers will be responsible for assisting with the tear-down and will do so at the direction of the event administrator, Sheryl Franke. Do not start tearing down until guests are bid a good evening at the conclusion of the event and they start moving away from their tables. PLEASE don't rush them.

VOLUNTEER INSTRUCTIONS: TASTE OF LEES SUMMIT

Location: Pavilion at John Knox Village

MARCH 5, 2016

General Notes/Procedures

- Volunteer Check-In: 4:45 at the Registration Table
- Get your name tag and job description
- Volunteer Orientation: 5:10 (by Zone 3 near Outback station)
- Quick Bite to Eat: 5:25 to 5:40
- In Places w/Smiling Faces: 5:45
- NOTE: Please eat before you arrive. You will be able to quickly eat a bite or two before moving to your assigned areas, but you won't have much time before guests arrive.
- Do NOT sit at any of the tables or put items on any of the tables. All tables are reserved for guests and we have a FULL HOUSE.
- Please wear Black Pants and a White Shirt.
- SMILE and HAVE FUN.
- Help the guests as much as you possibly can.
- Plan to assist with clean up at the event's end

THANK YOU FOR VOLUNTEERING!