

Note: All volunteer positions will be under the direction of the committee chair for that area. Committee chairs will be actively involved all throughout the event to handle any unexpected circumstances that arise – and will be available to answer any questions you have about your volunteer responsibilities.

Area	Date	Job Title	Description	Times	#s
SHOW	Weds 2/6	Staff Coordinator	Work with Michelle to create individual emails to each volunteer, giving them title, duties, check in times and check in location.	Flexible depending on schedule	1
Silent Auction	Thu 2/7	Gift Wrappers	Prepare Silent Auction items for presentation (e.g., gift wrap, assemble into baskets).	7:30 pm to 9:00 pm	8
Décor	Fri 2/8	DEC Set-up	Set-up the florals on tables. Any other decorations.	Time TBD	2
Décor	Sat 2/9	DEC Tear-down	Pull the florals from the tables. Take down and re-pack any re-useable decorations	9:15-10:00 pm	2
RAF	Sat 2/9	Raffle Sales (Students)	Students to man the raffle table	6:00-6:30 pm 6:30-7:00 pm 7:00-7:30 pm	1 (S) 1 (S) 1 (S)
SHOW	Sat 2/9	Ballroom Helpers	Help clear path for load-in and move-out of the individual performing groups. Assist Show Director as needed.  (a) 7/8 Orchestra & 7/8 Band Load in & out (b) 9-12 Band, (c) 9-12 Orchestra	6:45-7:35 - a 8:00-8:30 - b 8:20-8:50 - c	2 2 2
SHOW	Sat 2/9	Teacher Student Wranglers	Teachers to monitor the student room and keep it under control, direct students to eat, get them lined up for move to performance venue, get them to clean up the room at end of night (Jason to coordinate)	4:45-9:00 pm	4 (T)
SHOW	Sat 2/9	Performance Area Managers	Ensure that the musical groups scheduled to perform are on stage and on time. One in each room.  1. LOBBY 2. SILENT AUCTION ROOM	5:20 – 6:00p 6:00 – 6:30p 6:30 – 7:00p	2 2 2
SHOW	Sat 2/9	Jazz Band Checkers	Parents to hold crowd until doors open. Check hand stamps for entry.	9:10 – 9:40	

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Silent Auction	Sat 2/9	SA Transport	Pick up Silent Auction gifts from Sheryl's house and transport to LCF Country Club. Helps to have a car with cargo area. Unload at LCFCC and help set up.	Time TBD	4
Silent Auction	Sat 2/9	SA Set-up	Help unload cars and set up items on tables. Place info cards	Time TBD	2
Silent Auction	Sat 2/9	SA Close-out	Work with Lynne's team to place winning names by gifts. Get ready for check out	9-9:30 pm	2
Silent Auction	Sat 2/9	SA Student helpers	Help with getting items ready for pick up	9-9:30 pm	2 (S)
Silent Auction	Sat 2/9	Check Out	Distribute winning items to guests. Assign student to help carry-out (as needed)	9:00-9:45 pm	4
Silent Auction	Sat 2/9	SA Student Runners	Students to help guests carry out their SA purchases. Help older patrons to their cars.	9:00-9:45 pm	4 (S)
Silent Auction	Sat 2/9	SA Student Runners	Students to collect items that didn't sell. Load unsold items into Gita/Patricia car.	9:15-9:30 & 9:30-9:45 pm	4 (S) 4 (S)
Tickets	Sat 2/9	Check-in	Set up the check-in table. Check-in guests as they arrive, Give them their dinner tickets (or equivalent). Collect any will-call payments. Hand stamp for After Party.	5:15-6:15 pm 6:15-6:45 pm 6:45-7:15 pm	3 3 1
TICKETS	Sat 2/9	Cashier	Sell tickets at the door for the after party. Give hand stamps to ticket purchasers and student attendees.	9:00-9:45	1
VEN	Sat 2/9	Greeters	Volunteers to greet guests, hand out programs, point them to the bar & silent auction. Direct student musicians to the LCF room.	5:00-5:30 pm 5:30-6:00 pm 6:00-6:30 pm	2 2 2
VEN	Sat 2/9	Mobile bidding and kiosk	Assist guests in mobile bidding instructions and kiosk usage	5:15-6:00 pm 6:00-6:45 pm 6:45-7:30 pm 7:30-8:15 pm	2 (S) 2 (S) 2 (S) 2 (S)
VEN	Sat 2/9	Cake Servers	Student volunteers to help plate and distribute cake	8:00-8:30 pm	4 (S)

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VEN	Sat 2/9	LCF Room Set-up	Ensure LC Country Club staff and student volunteers to prep for the After Party. Clear out students, instruments, guests.	8:15-9:15 pm	1
VOL	Sat 2/9	Volunteer Check-in	Hand out volunteer lanyards. Review time/place they need to go. Explain (as needed) their duties. Check them off the list. Collect lanyards after volunteer duty done. Figure out how to cover any no-shows. Will be supported from On-Call Volunteers.	5:15 – 6:00p 6:00 – 6:30p 6:30 – 7:00p 7:00 – 7:30p	1 1 1 1
VOL	Sat 2/9	On Call Volunteers	Be on call in case of no-shows, or additional help	Every ½ hour starting at 5:30, ending at 9:30	

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<b>Committee/Area</b>	<b>Chairperson/s</b>
Event Chairpersons	Michelle Lynskey & Sheryl Madonna
SHOW = Show Director	Michelle Lynskey
Silent Auction	Jean Stroud, Nadia Ali, Yvonne Lim
Guest Ticket Table	Yvonne Lim
Raffle	Michele Wilcox
Programs	Michele Wilcox
Decorations	Tracey Torres
Venue Coordinator	Michelle Lynskey
Volunteer Coordinator	Yvonne Lim
Jazz Band	Tracey Torres
Publicity	Michele Wilcox
Mobile Bidding	Lynne Graves