

Job Title	Job Tasks	Start time (PM)	End time (PM)	Ticket Type	PG Team	Still Needed
Saturday	March 23, 2019					updated 3/8/19
Kitchen Assistant x3	Chef Fred Tanaka needs many hands to create his delicious food for so many! Tasks may include washing, peeling, chopping, stirring, lifting, and food station refills. No kitchen experience needed, but an ability to follow directions and a desire to be behind the scenes are necessary!	3	10	Complimentary	Community Hospitality	2
Admin Support Team x5	These jobs include check-in, registration, data-entry, check-out, and bagging. They are for the computer loving, detailed personality types who are able to work under time pressure. Specific jobs will be assigned after individual discussion and training.	4:30	10	Complimentary	PACE	1
Greeter/Closer/Checkout Support x2	This all night job starts with welcoming guests and directing them to registration or bid number pickup. It then transitions to closing the silent auction tables and transporting bid sheets and items back to the administration room for bagging. Finally, you will help guests with the checkout procedure and collecting their winnings.	5	10	Complimentary	PACE	2
Silent Auction Monitor and Live Auction Spotter x2	We want social, positive, and encouraging people for this all-night job. Responsibilities include monitoring tables, answering questions, encouraging bidding, and closing items with a max bid. Volunteers must also help with the closing by collecting bid sheets and clearing the items to the admin room. During the Live Auction you will monitor a seating section for bids and communicate with the auctioneer.	5	9	Complimentary	PACE	2
Fixed Price Events and Live Auction Monitor	This position requires a friendly, sales personality! Responsibilities include monitoring the sign up board and live auction areas, answering questions and encouraging sign ups bidding.	5	7:30	Half Price	PACE	1

Silent Auction Monitor x4	This position requires a friendly, sales personality! Responsibilities include monitoring tables, answering questions, encouraging bidding, and closing items with a max bid. Volunteers must also help with the closing by collecting bid sheets and clearing the items to the admin room.	5	7:30	Half Price	PACE	3
Live Auction Recorder/Checkout Support x3	This important job includes recording bid numbers and dollar amounts during the fast paced live auction and fund-a-need. The qualities we need include excellent focus, grace under pressure, and attention to detail (no alcohol). Finally, you will help guests with the checkout procedure and collecting their winnings.	7:30	10	Half Price	PACE	3
Friday	March 22, 2019					
Item Transport x4	Volunteers with trucks or trailers are needed to load, transport and unload large decor/structures, auction items, and rental items from the school or nearby locations.	1:30	3:30	Drink Ticket	Campus Stewardship	1
Set Up Helper	This job needs detail-oriented people who can follow instruction and work independently. Main responsibilities include unloading, sorting and arranging auction items with coordinating bid sheets.	3	6	Drink Ticket	PACE	5
Construction Team x3	We need a team of people strong in body and the use of power tools! Main tasks include set up of light supports, plus hanging lights and signs as needed.	3	6	Drink Ticket	Campus Stewardship	2
Decor Helper	We need creative people who can follow direction and work independently as needed. Main responsibilities include hanging drapes, lights, and laying red carpet, as well as displaying items, placing decor, and arranging centerpieces.	3	6	Drink Ticket	Community Hospitality	4

Sunday	March 24, 2019						
Clean Team x3	Team jobs include removing signs and lighting, taking apart rental items, packing up decor, removing school and rental property to outside transport and collecting trash/recycling.	9:00 AM	11:00 AM	Drink Ticket	Campus Stewardship		1
Clean Team/Small Item Transport x2	Volunteers with medium or large cards are needed to transport small decor, as well as unsold or left behind items from the administration room back to campus. Also help with packing room.	9:00 AM	11:00 AM	Drink Ticket	Campus Stewardship		1
Clean Team/Large Item Transport x3	Volunteers with trucks or trailers are needed to load and transport large decor and structures to the school or rental company. Also help with packing room.	9:00 AM	11:00 AM	Drink Ticket	Campus Stewardship		2