



## **Job Description: Hall Cleanup Crew**

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Section: Benefit Auction Page: 71

**VOLUNTEER POSITION:** Benefit Auction Hall Cleanup Crew

**TIME COMMITMENT:** One-time, evening of the Benefit Auction (typically starts around 11pm)

**DESCRIPTION:** Clearing the hall of all Steppingstone related items

### **GUIDELINES:**

- Typically starts around 11pm the night of the Benefit Auction
- Load unclaimed baskets into designated transport vehicles
- Remove all Steppingstone signs in the hall
- Pack up remaining Bar items and load into designated transport vehicles
- Remove all Steppingstone decorations around the hall
- Load plastic/wooden stands into designated transport vehicles
- Load Raffle items and signs into designated transport vehicles
- Collect all bidder paddles and return to storage boxes
- Remove all centerpieces on tables
- Collect any remaining Keepsake Catalogs and load into designated transport vehicles
- Cleanup any Steppingstone related garbage around the hall
- Assist as needed for any remaining items related to Steppingstone