



Job Description: Hall Decorators

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VOLUNTEER POSITION: Benefit Auction Hall Decorators

TIME COMMITMENT: Depends on the complexity of the decorations and how much time it may take to procure/create decoration items. One-time, morning of the Benefit Auction set up then plan for clean-up at the end of the event. **NOTE:** Attendance to at least one Auction Committee Meeting 3 months prior to the event may be required; Auction Committee Meetings typically run 1-2 hours via Zoom Meetings in the evening once a month.

DESCRIPTION: Identify items that would be used to decorate the hall for the theme of the Auction event. May include items for a photo backdrop, banners, arch-ways, lighting, other props (fake palm trees, statues, etc.). Present ideas to the Auction Committee at least 3 months prior to the event. **NOTE:** attendance to the Auction Committee meeting may be required for the presentation of the decoration design.

NOTE: If the Auction Committee determines balloons will be used at the Benefit Auction, then set up balloons at each silent auction section with a balloon stand in addition to any other balloons used as part of the room decorations.

Be aware that the hall discourages any items attached to the walls or ceiling - the hall is beautifully finished with wallpaper and paint, and they want to minimize any damage to the finishes with items taped or attached to the walls or ceiling.

Be aware of cultural/political items that may not be appropriate for use as decorations (research may be required).



GUIDELINES:

- Develop a design for the room decorations based on the theme of the Benefit Auction; determine what items are needed to complete the overall design
- Develop a budget for the decorations
- Present design and budget to the Auction Committee (attendance may be required to the Auction Committee Meeting) for approval before proceeding.
- If a sponsor or donations are required to complete the final approved design, then find the required sponsor and/or donations as needed
- Check inventory from previous years for decorations, balloons, etc.
- Acquire any additional items needed to complete the design for the hall decorations. **NOTE:** If the budget was approved then speak with the school administration for any reimbursement of expenditures (donations are preferred though)
- Bring decorations to the hall on the morning of the event and set up decorations. **NOTE:** the hall will be available starting at 8:45am the day of the Benefit Auction and will remain open until the event is over
- Inform cleanup crew what to save for future use; dispose of any items that are not designated for storage