



Job Description: Afternoon Hall Setup

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VOLUNTEER POSITION: Benefit Auction Afternoon Hall Setup

TIME COMMITMENT: Typically 3-4 hours, 1pm to 5pm the day of the Benefit Auction

DESCRIPTION: Afternoon Hall, Entry, & Packaging Room Security; finish setup as needed

GUIDELINES:

- Ensure no one removes items from entry and main hall
- Verify Table settings, Bar Setup, Section setup, Live Auction setup, room decorations, entry hall setup, and ticket sales table setup (see Morning Hall Setup, Bar Setup, Room Decorations, and Guest Tables Setup guidebooks for more information)
- **Packaging Room** – *if packing room was not available in the morning:*
 - Place A, B, C, L, & U signs on the walls & tables.
 - Tables should be placed under/near the signs
 - One rectangular table inside the room to block off the entrance so guests can line up to get their winnings without entering the packaging room
 - Request up to 2 carts for transporting items by the Packing Room Runners
- Any other last minute details as needed; see school administration for further assistance.