



## **Job Description: Dinner Tables Setup**

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Section: Benefit Auction Page: 60

**VOLUNTEER POSITION:** Benefit Auction – Dinner Tables Setup

**TIME COMMITMENT:** 1pm – 3pm, day of the Benefit Auction

**DESCRIPTION:** setup guest tables at venue; exact number is based on ticket sales and is provided by the Auction Committee. **NOTE:** Tables and chairs will be provided by the venue and the school administration will determine the seating chart for the event.

### **GUIDELINES:**

- Hall arrival 1pm
- Check arrangement of the Tables/Chairs making sure everything matches the design configured by the school administration; move tables if required and ask venue for additional tables/chairs if needed
- Check each table setting for proper dinnerware placement, place napkin above dinner plate and Keepsake Catalogue on dinner plate to give the table a festive look. **NOTE:** dinnerware and napkins are provided by the venue.
- Check chair and table coverings for any stains and replace if necessary. Make sure all chair and table coverings are straight and presentable
- Check arrangement of table decorations including the placement of the centerpieces. Ensure there is enough room for all items and check with the Auction Committee to see if dinner will be served to the tables or through a buffet-style service.
- Get table numbers from school administration; refer to table arrangement to place table number displays
- Place any additional items such as Dessert Selection, Table Raffle Items, Suggestions Cards, etc. as determined by the Auction Committee. School administration will provide any of these additional items and can provide additional if needed.