



Job Description: Entrance Hall Setup

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Section: Benefit Auction Page: 59

VOLUNTEER POSITION: Benefit Auction Entrance Hall Setup

TIME COMMITMENT: 10am to 2pm, day of the Benefit Auction

DESCRIPTION: Responsibility for helping the committee with entrance setup for the hall

GUIDELINES:

- Hall arrival 9am
- **Lobby set-up:** front east wall
 - Hall should set-up 4 tables & 5 chairs in front of east mirrored wall to the right (use 2 chairs for registration + 3 chairs for receiving table assignment & paddle number)
 - Order of Events will be displayed on a tripod by both main room entrances
 - First table (right side) is for **Unregistered Guests** (not on the check-in list. This table will have Registration Forms provided by school administration as well as pens for filling out the forms.
 - The next table is **Guest Registration**; the guest check-in list will be placed on the table.
 - The next table is the **Bidder Paddle Table** (though the boxes for the bidder paddles are placed between the 3rd and 4th table). This is where guests will pick up their bidder paddle previously assigned to them by school administration. There will be a list of guests and bidder paddle numbers on the table; guests will receive their assigned bidder paddle once registration is completed. Verify that bidder paddles exist for every guest, physically checking the bidder paddles in the boxes; inform school administration if any bidder paddles are missing. There should be extra bidder paddles available for unregistered guests as well.



- The fourth table (far left table) is for the ***Guest Place Cards***. Each guest will have a guest card pre-printed by school administration that has their assigned Table. Guest will then collect their card and proceed to their assigned table for the night. The cards should be placed in order by last name. Physically verify that there is a place card for every registered guest; if any are missing then inform school administration.
- Any decorations will be provided by the Benefit Auction Room Decorations volunteer and the Auction Committee; help set up decorations as directed.
- The venue will provide any tables and chairs needed for setup
- The venue will provide any drinks offered to arriving guests
- Any other “greetings” will be handled by the Auction Greeter who is typically a member of the school administration
- Ask school administration for any further assistance and/or replacement of any defective/misprinted items