



Job Description: Guest Registration

Publication: Parent Volunteer Handbook 2025

Section: Benefit Auction Pages: 64-65

VOLUNTEER POSITION: Benefit Auction Guest Registration

TIME COMMITMENT: 3-4 hours, arrival at 4:30pm the night of the Benefit Auction. Registration is typically open from 5:30pm until 9pm (after dinner service and Silent Auction sections are closed).

DESCRIPTION: Facilitating guest registration, bidder paddle assignment, and table assignment.

GUIDELINES:

- Hall arrival 4:30pm
- There are 4 tables setup for registration: Guest Registration, Unregistered Guests, Bidder Paddle Table, and Guest Place Cards
 - Unregistered Guests (Table 1 – right-center): will have forms to register and pens. Guests who have not pre-paid for tickets or are missing from the guest list will need to fill out the form to proceed any further. Payment will be required if the guest has not already paid in full.
 - Guest Registration (Table 2 – far right side): will have a list of all registered guests for the event. When guests arrive, then go to this table first to verify their name on the list and that they have paid in full for the event to attend.
 - Bidder Paddle Table (Table 3 – left-center): will have all the Bidder Paddles and a list of guests and their assigned Bidder Paddle Number. Before opening for guest registration, physically verify that every guest on the list has a Bidder Paddle in the box and ready for distribution. If there are any missing Bidder Paddles, then inform school administration.



- Guest Place Cards (Table 4 – far left side): will have place cards for every registered guest in order by last name. Physically verify that every registered guest has a place card on the table with a table assignment list. If there are any missing place cards, then inform school administration. Users will assist guests to their assigned tables.
- When a guest arrives, their first stop is Table 2: Guest Registration. Verify that their name is listed and their account is paid in full. If a guest is not listed, then have them go to Table 1: Unregistered Guests. Otherwise, the guest can proceed to Table 3: Bidder Paddle.
- When guests go to Table 1: Unregistered Guests, there is a form provided by school administration that must be filled out completely. Guests will then need to pay for their tickets if no errors were made for their initial registration.
- When guests arrive at Table 3: Bidder Paddles, there is a list of registered guests with their assigned Bidder Paddle number. Locate the Bidder Paddle by number in the box and hand it to the guest. This will be how they pay for things throughout the night including for Raffle Tickets and Bar Tickets (if they do not pay cash for those items). Anything charged to the Bidder Paddle Number will have to be paid at checkout. For unregistered guests, they will be assigned an unused Bidder Paddle Number; school administration (typically Jason Roder) will need to be informed of the unregistered guest and their newly assigned Bidder Paddle Number.
- When guests arrive at Table 4: Guest Place Cards, help the registered guest find their name among the place cards (should be in order by last name). On the place card is the Table Assignment; ushers will assist guests to their assigned table. For unregistered guests, there will be a few unassigned seats where a guest can be assigned. Please ask school administration for assistance in assigning a guest to a table.
- Ask school administration for any further assistance and/or replacement of any defective/misprinted items
- When the Live Auction and Special Purpose events end, the Live Auction Spotters will collect the Bidder Paddles and return them to the registration tables. Make sure the Bidder Paddles are placed back into the storage boxes in numerical order.
- When closing, verify that all Bidder Paddles have been returned to the boxes. If there are any missing paddles, please inform school administration so the paddles can be located and returned to registration for storage.

NOTE: When Checkout opens, the tables in the hall entrance area will be reorganized. However, the Bidder Paddle storage boxes should remain at a registration table for collection of the paddles. Any further cleanup will be completed by the Clean Up Crew.