



## **Job Description: Morning Hall Setup**

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**VOLUNTEER POSITION:** Benefit Auction – Morning Hall Setup

**TIME COMMITMENT:** 8:45am – 2pm, day of the Benefit Auction

**DESCRIPTION:** Responsibility for helping the committee with hall set-up

### **GUIDELINES:**

- Hall arrival 8:45 a.m.
- **Main room:** NOTE: Tables and chairs are provided by the venue.
  - Use blue painter's tape and place section signs high up on the walls at the beginning and end of each section (A, B, C, D). **NOTE:** Auction Committee will determine the number of sections and will assign items to sections prior to the event
  - Arrange Baskets/Items/Certificates/Boards in assigned sections with bidder sheets and pens for each auction item. **NOTE:** Certificates will need to be placed into certificate display cases
  - Ask hall for their tripods (some tripods may be provided by the school as well)
  - Should have 1 tripod for each Live Auction item and 1 for each class project/donation, place tripods in order on dance floor. **NOTE:** Auction Committee will determine which items are included in the Live Auction portion of the event
  - Request hall to set-up screen and projector - center back stage w/ auction logo; laptop will be provided by the school administration
  - Setup Monitors and Mini-PCs in corners for advertising; items will be provided by the school administration
  - Request 1 skirted long rectangle table for Ticket Sales Table, placed right of bar area
  - Request 1 skirted round table for Pick-a-Prize display, left of bar (north) near the exit door
  - Request 1 skirted short rectangle table for Wine Raffle display, left of center stage area



- **Packaging Room** - *If the packaging room is available in the morning:*
  - Place A, B, C, D, L, & U signs on the walls & tables.
  - Tables should be placed under/near the signs, If not available, ask the pm supervisor to follow up as described
  - 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