



## **Job Description: Packaging Room Runners**

Publication: Parent Volunteer Handbook 2025

Section: Benefit Auction Page: 63

### **VOLUNTEER POSITION:** Benefit Auction Packaging Room Runners

**TIME COMMITMENT:** Arrival time 5:30pm, evening of the Benefit Auction until event end and all items to be returned to school are packed in vehicles for transportation.

### **DESCRIPTION:**

Runners move SOLD items as each section closes according to the Section Closers' guidance to the Packing Room; UNSOLD items are left on the tables

Assist Packaging Room Supervisors during checkout

Assist guests with loading items into their vehicles

Help pack unsold items into cars for transportation to storage, if needed

### **GUIDELINES:**

- Upon arrival meet with the Packaging Room Supervisors and Section Closers
- Review the Order of Events; take note for when each section closes (A, B, C, D, and Live Auction)
- When a section closes, remove SOLD items from that section and take them to the packaging room, placing the items in the correct section and in numerical order – use hall cart under the Section Closers' guidance
- Repeat as each section closes
- UNSOLD items remain on the tables until Section Closers asks you to cart them to the "U" section of the Packaging Room (UNSOLD Section)



- When the Live Auction ends, remove all items from that stage/dance floor area and take them to the packaging room, placing the items in the Live Auction section and in numerical order – use hall cart under the Packing Room Supervisor's guidance
- Once Check-Out opens, return to Packaging Room to help the Packing Room Supervisor with the checkout process and to help guests with loading items into their vehicles (if needed).
- When the Benefit Auction ends, assist with moving all remaining items from the Packing Room into vehicles for transporting to storage
- Assist the Clean Up Crew as needed