

## Sunset Soiree Volunteer Descriptions

1. **Heavy Set-Up:** On your feet position. Heavy lifting will be required. Moving tables, and chairs into place. Helping to set-up the bar area. Moving product into the bar. Setting up the food area in the center.
2. **Light Set-Up:** On your feet position. Setting out signs, putting on table cloths. Helping set-up the food and bar areas.
3. **Decorations:** On your feet position. Light lifting will be required. Decorating for the event. Helping to decorate tables and other spaces.
4. **Silent Auction Helper:** On your feet position. Light lifting will be required. This position will keep eyes on the auction items. When bidding closes, they will be responsible for helping to bring the items to the check-out table.
5. **Greeters/Floaters:** On your feet position. Greet people as they enter, help direct and answer questions. Also, be willing to help out in any area that may need immediate assistance.
6. **Cashiers for Silent Auction:** Seated position. Be comfortable running a cash system and handling cash. When the silent auction is over, items will be brought to your table for check out. Be patient with people waiting in line to buy their auction item.
7. **Food Manager:** On your feet position. Help in keeping the food table stocked and cleaned during the event.
8. **Bar Worker:** On your feet position. Serving alcohol and non-alcohol to the attendees. Keeping a good stock of product in the bar. Handling cash transactions for beverages.
9. **Check-In Table:** Seated position. Greet people as they enter. Hand them packets of tickets if they are VIP's. Check off their names from the checklist. Fend any questions they might have.
10. **Take Down:** On your feet position. Heavy lifting will be required for some parts. Moving tables, and chairs into place. Helping take down the food and the bar areas. Taking down decorations. Basically, getting the center back to where it was before the event.
12. **Raffle Sellers:** On your feet position. Walk around the event with a money belt selling raffle tickets. Be comfortable handling cash.