****

**2015 VOLUNTEER FORM**

Date: Thursday, September 17, 2015

Venue: [The Foundry](http://www.herbanfeast.com/venues/the-foundry/location/)

4130 1st Avenue South, Seattle, WA 98134

Thank you for your support of the Executive Development Institute! We’re excited to have you consider volunteering with us at our annual fundraising event.

Here is some information on volunteering:

1. There will be a volunteer training scheduled for Wednesday, September 9, 2015 from 5:30-7:00pm at the EDI Office in Bellevue. It is recommended that all September 17th volunteers working the evening shifts attend this training.

If you are unable to attend this meeting, please check here:

1. A complimentary volunteer dinner will be provided between 3:30-6:30pm for all volunteers that are working evening shifts on September 17th (lunch will be provided for those working in the afternoon). If you would like to sit and enjoy the dinner/live auction portion of the event, we ask that you register & pay at [www.ediorg.org](http://www.ediorg.org). The cost for dinner is $125/person.

If you have any questions, please contact EDI at 425-467-9365 or [edi@ediorg.org](mailto:edi@ediorg.org). Please complete the form provided on the next page and submit it to [edi@ediorg.org](mailto:edi@ediorg.org) by Friday, September 4th. For complete job positions and descriptions, see details below the form.

**Name:**

**Address:**

**City & ZIP Code:**

**Work Phone:** **Cell Phone:**

**E-mail Address:**

Each position is listed under the corresponding day/time slot(s). For each day/time slot that you are available, check all boxes/positions that you are interested in. Please note that you are NOT necessarily committing to doing ALL of them. We will make assignments based on the volume of response and level of interest in each position. The numbers in parenthesis are the number of volunteers needed for each role.

|  |  |
| --- | --- |
| **THURSDAY, SEPTEMBER 17th** | |
| **4:00pm – 7:30pm** | |
|  | Registration - Packets (2) |
|  | Raffle Sellers (1)  Mystery Room (2)  Wine Toss (2) |
|  | Appetizer Station Assistants (2) |
| **4:30pm – 9:30pm LIVE AUCTION** | |
|  | Spotters (4) |
|  | Runners (2) |
| **6:30pm – 9:30pm SILENT/CHECK-OUT** | |
|  | Data Entry/Check-Out (2) |

Have you volunteered for this event before? No

If yes, which job(s)?

**POSITION DESCRIPTIONS**

**Thursday, September 17, 2015**

**Registration – Packets**

**4:00pm – 7:30pm**

Greet & check-in guests as they arrive

Packets will be arranged in alphabetical order by last name

Provide guests their registration packet

Encourage guests to do Quick Check-out/bid on auction items/buy raffle

**Raffle Sellers**

**4:00pm – 7:30pm**

Encourage guests to purchase raffle tickets – goal to sell all raffle tickets before the dinner starts!

\*Assertive and organized. Fun and a fast mover.

**Mystery Room**

**4:00pm – 7:30pm**

Assist with the games in the room and awarding prizes. Monitor entry into the room; pass out entry tickets.

**Wine Toss**

**4:00pm – 7:30pm**

Assist with the wine toss and awarding prizes.

**Appetizer Stations**

**4:00pm – 7:30pm**

Assist guest chefs with set-up/clean-up of their appetizer stations

Help organize appetizers on trays

**LIVE AUCTION**

**4:30pm – 9:30pm (\*Note: Live auction duties will begin at 6:45PM and end at 9:00PM; we recommend that volunteers arrive as early as 4:30PM so they can have dinner and get familiar with the venue space and their assigned roles)**

**✰Spotters**

Each spotter will be assigned to a section of guests and will alert the auctioneer of who is bidding by waving pom-poms or a flag. Interact with the tables & encourage bidding.

\*Have assertive fun personality, enthusiastic, attentive to auctioneer needs

**✰Runners**

Runners will be stationed next to the stage. As Live Auction items are sold, Runners will take completed bid sheets from the Recorders to the check-out area. One of the runners will be assigned to the Auctioneer.

\*Be able to move quickly, will be frequently walking from one side of the room to the other.

**SILENT AUCTION**

**6:30pm – 9:30pm**

**Data Entry/Check-Out**

Assist guests with Express Pay payment option (using credit card machine)

Input fun & games purchases & winning bidders into auction software

At the end of the evening, check-out of all guests. This includes printing receipts & running credit card payments.

\*Efficient in computer data entry, attentive to detail, can perform kindly, quickly & accurately under pressure!