



BANDAGE BALL VOLUNTEER DESCRIPTIONS

SATURDAY, APRIL 21, 2018

HYATT REGENCY BELLEVUE

PRIOR TO THE EVENT

- ◆ **Thursday 4/19 and Friday 4/20** –Support the Bandage Ball team in the office by helping prepare nametags, guest bid packets, assemble raffle supplies and more!

THE EVENT

- ◆ **Set up, 11:00am–2:00pm** - Assist with setting up the silent auction and other event elements the morning of April 22. Designated volunteers will start at 10:00 am and help transport items to the Hyatt.
- ◆ **Registration, 3:30–7:00pm** - Check in our guests, scan credit cards for payment, distribute bid numbers and confirm that contact information is correct. There will be a help desk area for any issues that arise – If you have issues, please send guests there and continue helping the next guest in line.
- ◆ **Greeters, 4:30-7:00pm** – You are the first face our guests will see! Welcome people upon arrival at various locations throughout the Hyatt and guide them to our registration area. Be friendly and outgoing!
- ◆ **Best of Live Raffle, 4:00–8:00pm** - During the reception and silent auction, sell raffle tickets to guests for an opportunity to win a live auction item of their choice. Tickets are \$100 each and the winner can choose ANY item they wish out of the live auction! You will have a tracking sheet to record bid number and quantity of tickets purchased as well as blinky rings for each ticket purchaser. Please write the guest name and bid number on one part of the ticket and keep it to enter in the drawing. The guest can keep the duplicate portion of the ticket but they do not need to be present to win. You will work in pairs and will have balloons so that guests can easily spot you - Please be outgoing and willing to approach guests as they mingle during the reception!



- ◆ **Wine Wheel, 4:00–8:00pm** – During the reception, guests will have the chance to toss a ring around a bottle of wine to take home. Once guests have moved into the ballroom for dinner, move all wine bottles to Item Pick Up area for guests to pick up at the end of the night.
- ◆ **Silent Auction Closers, 4:00–9:00pm** - Watch the silent auction table/s prior to closing for any guaranteed bids and answer guest questions. As soon as auction closes, take bid sheets to the computer area for data entry and after guests enter ballroom, move items to Item Pick Up area. Take down and pack up display décor and promotional materials.
- ◆ **Spotters, 7:00-10:00pm** - Spot bidders for the auctioneer during the live auction. Assist live auction runners in finding the winning bidder. There will be training on-site as we have some professional spotters joining us for the evening as well! You must be outgoing and not afraid to run around!
- ◆ **Live Runners, 7:00–10:00pm** - For the live auction, take bid sheets from the recorders after each bid closes. Have the winning bidder sign the sheet and then turn it in to the computer area for entry.
- ◆ **Recorders, 7:00–10:00pm** - For the live auction, recorders will document bidder number and winning price in the auction log and prepare the bid sheets for the runners. The recorder will also keep a running tally of the live dollar amounts for the auctioneer's needs. The recorders will also track the Fund-A-Need bidding which is very fast-paced. This position requires someone who can handle the pressure and is detail oriented.
- ◆ **Item Pick Up/Check Out, 6:30–End of Auction** – Assist guests with picking up their items. Take auction payments for those who did give their credit card at registration, make needed adjustments, aid with questions.
- ◆ **Clean-up and Pack-up, 9:30-11:30pm** - Light clean up after completion of event.

**Contact Dede Knapp for more information and to sign up:
dede.knapp@hotmail.com**

THANK YOU FOR VOLUNTEERING TO MAKE OVERLAKE GREAT!