

To: BethSusan , Tim, Jewell

Subject: CHARITABLE EVENT VOLUNTEER MEETING NOTES

This summarizes notes from our meeting on Wednesday, June 24 in preparation for the upcoming Festival and Silent Auction. You will note there are some specific changes to our plans and needs. However, we are well on track to pull of the event!

VOLUNTEERS NEEDED

Setup staff Misc	misc		
Flowers	10		
Booths	4		
Registration setup	2		
Silent Auction	5		
Registration	6*	6*	
Volunteer Check-In	2	2	
Greeters	8	8	
Ticket takers	2	2	
Glasses and Trays	8	8	
Aisle Coordinators	7	7	
Floater	6	6	
Booth Staff	6	6	
Silent Auction	15*	15*	
Silent Auction Checkout		10*	

* MUST attend training

VOLUNTEER TRAINING BREAKOUTS

Group 1	Registration & Tickets, Volunteer Check -In and Silent Auction checkout	<u>6/30</u> Susan and Jewell	<u>7/7</u> Lisa and Susan
Group 2	Restaurants, Aisle Coordinators and Floaters	Tim and Amber	Tim, Amber and Dave
Group 3	Hosts, Greeters, Glasses and Shift 1 Setup	Beth	Beth
Group 4	Silent Auction and Silent Auction Checkout	Jill	Jill

TRAINING SESSIONS

- Volunteers will be met at training from 5:00-5:30 by Jill, Tim and Jewell with alphabetized lists of volunteers and their assignments. We will tell volunteers their assignment and highlight their name to show attendance at training.
- Volunteers/Committee members not on the list or with no assignment will go see Susan, who will assign them to an area. ALL volunteers must fill out a pink sheet for Susan to file.

- Meeting begins at 5:30. Beth will introduce Amber. She will go through introductions, a brief history and will review the 2 page handout for all participants. Page 1 is an overview for all volunteers and page 2 is a layout of the Hyatt. Beth will do “A Tour of the Festival.” At 5:45 or 5:50, we will break into 4 groups for specific training.

Special reminders:

We need to remind Volunteers that Silent Auction is open for viewing from 5:00 to 5:30.
 We need to stress that VASES cannot go home. Flowers, however, can go home.
 Tasting trays are free, and must be recycled if not taken

- Trainers will review job duties and answer questions. Job description handouts will be given out by the trainers.
- The XYZ Center video will be shown at 6:30 after training for those who wish to view it

NOTES, CHANGES AND THINGS TO DO

- For the training sessions, aisle coordinators will be pre-assigned to specific aisles (#1 through #7)
- For the FESTIVAL event, all volunteers will have their assignment printed on their name tag with their duties (Silent Auction, Aisle Coordinator etc.)
- Tim’s volunteers will serve as the “Floater” volunteers
- We need to make sure that all volunteers check in. We need better signage for Check-In for Volunteers. People who will do Volunteer Check-In need to be at their post at 4:30 for early volunteers.
- At Volunteer Check-in we should re-offer copies of their assignments, a copy of the floor layout and an alphabetical copy of the participants and their booth numbers
- During pre-assignment of volunteers for training, we will more heavily assign volunteers to training, registration and checkout since training is mandatory. All untrained volunteers and those who do not attend training will be filled in for greeters, glasses, trays and host positions. Or, they may simply be assigned to help breakdown from 8:45-9:30 p.m.
- Registration and Silent Auction Checkout will be in 3 groups at different tables: Cash, Check and Charge
- We have 80 volunteers already which does not include XYZ Center staff, some Committee members, and Tim & Jewel’s volunteers
- We need to staff The XYZ Center booth and will consider adding some food to the booth to increase traffic

Questions? Comments? Changes? Call me @ XXX-XXXX