

Check-In/Check Out

Arrive: 4:30 pm, 6:30 pm

End: 7:00 pm, 10:00pm

Attire Requested: Semi-formal

- Training required- 1 hour the week of Apr. 24
- Greet attendees
- Data Entry using computer
- Processing payments

Valet Parking Attendant

Arrive: 4:30 pm, 7:00 pm

End: 7:30 pm, 10:00pm

Attire Requested: Business Casual

- Valid Illinois drivers license required
- Must provide a copy of driver's license
- Background check required
- Park and retrieve cars
- Greet attendees
- Manage the valet podium
- Organize vehicles
- Manage parking area (barricades, directing traffic, etc.)
- Hand out Claim Tickets
- Manage Keys

Coat Checkers

Arrive: 4:30 pm, 7:00 pm

End: 7:30 pm, 10:00pm

Attire Requested: Semi-formal

- Basic customer service, guests will take the opportunity to ask questions about check-in, locations, directions, restrooms, and event areas.
- A friendly, courteous and helpful attitude is necessary.
- Collection of a guest's coat, hat or accessories as they enter the event.
- The patron is given a numbered ticket to use for retrieval. The checker then places the items on a hanger.
- When the guest returns with his ticket or to pick up items, the attendant retrieves them and returns them to him.

Seater

Arrive: 4:30 pm

End: 7:00 pm

Attire Requested: Semi-formal

- You will be greeting guests outside of Bock Gym.
- As guests come to the tables you will help them by helping them find their seats and answering any questions.
- If you need to take a break before 7:00 pm, make sure there are enough seaters available before you take your break.
- After you are done seating guests, you may go through the tables, bid on items or you may be dismissed (unless you have another assignment).

Runner

Arrive: 6:30 pm

End: 10:00pm

Attire Requested: Semi-formal

- You will be off stage behind the curtain (looking at the stage you will be to the left)
- As items are sold you will grab the bid sheet from the on stage recorders and take it to check out.
- On your way to check out stop by the Buy-it-now board and see if they have bid sheets that need to be turned in.
- If you need a break, make sure there are enough runners on the stage.
- You need to be able to walk quickly from the gym to the front desk area.

Spotters

Arrive: 6:30 pm

End: 10:00pm

Attire Requested: Semi-formal

- As guests bid on items you will assist the auction with the location of the bidder
- Engage with guests
- Be energetic and motivate the guests to bid during the live auction
- You will be circulating amongst the guests and standing during the live auction.

Wait Staff

Arrive: 4:30 pm

End: 10:00pm

Attire Requested: Black pants, white shirt-Aprons will be provided

- Assist food vendors
- Provide table service
- Refill beverages as needed
- Keep area clean
- Be available to help guests that need help with food.
- Clear table if needed

Table

Arrive: 4:30 pm

End: 10:00pm

Attire Requested: Semi-formal

- Greet the guests
- Answer any questions and **encourage bidding**
- Watch for bid sheets filling up and have extra sheet ready
- Bid sheets stay on the tables. Only the white copy will be removed by table closers.
- Wendy and Karin will close the auction tables, but it can be very hectic. Announcements will be made before each table closes, then the announcement that the table is closed. **At that time, no more bids can be written down on the bid sheets.** People may try to write one last bid on the sheets but do not let them. ****Please help by removing all the pens on the table, then by making sure once table closes that people are away from the table.
- After the table is closed, you will need to stay with your table. Guest will stop by the table to see if they were the winning bid and the yellow sheets will still be attached to the table so they can do that. If they were the winning bid they will need to sign the yellow bid sheet and they can have their item
- Certain items may have boxes, tags and instructions (etc.) that need to be given to the purchaser. Please look under the table for any related materials.
- If someone needs assistance to their vehicle, please grab a Bell Hop and have them help.

Certificate Boards

Arrive: 4:30 pm, 7:00 pm

End: 7:30 pm, 10:00pm

Attire Requested: Semi-formal

- Work with assistant
- Engage with guests; answer any questions about raffle items.
- Encourage bidding
- Watch bid sheets
- Standing at certificate board, dress comfortably

Ring Sales

Arrive: 4:30 pm, 7:00 pm

End: 7:30 pm, 10:00pm

Attire Requested: Semi-formal

- Sell raffle tickets at event, each ticket holder will receive a light up ring
- Engage with guests, answer any questions about the raffle
- Cash handling will need to reconcile at the end of the event
- Record keeping, tally any express pay sells
- Standing at the raffle table
- Work with assistant

Bell Hop/Table Runner

Arrive: 7:00 pm

End: 10:00pm

Attire Requested: Business Casual

- Assist guests in carrying out their purchases
- Load guests purchases into vehicles
- May require lifting, so being physically capable of carrying items across the parking lot in some cases.
- Dress comfortably should be nice but able to move in