



Tight Lines Volunteer Needs

May 11, 2012 | 4:00 pm – 9:30 pm

Volunteer contact: Marisa Hossick

marisa@deschutesriver.org or

541.382.4077 x25

Dinner and a *Give Back to the River You Love* Button will be provided to all volunteers.

Auction Check In and Check Out Assistants – 2 Volunteers needed for the following:

- Check In: Check-in bidders
- Check In: Greet guests in cocktail area
- Check In: Provide bidder registration forms to guests that are not pre-registered to obtain following information: names, phone numbers, address, email address
- Check In: Provide auction item list to event guest and paddle/bid numbers
- Check In: Direct event guests to silent auction items/seating area
- Check Out: Ask guests for their bid numbers
- Check Out: Process payment
- Check Out: Direct auction winners to Merchandise Pick-up area
- Check Out: Put together bidders successful auction items
- Check Out: Acknowledge/thank guests especially if there is a long line and people are waiting

Qualities Needed: warm personality, trouble-shooter, strong organizational skills, able to multi-task, good with numbers, tidy with paperwork, can perform kindly, quickly and accurately under pressure, computer skills.

Live Auction Spotters/Runners/Raffle Ticket Sellers – 2 Volunteers Needed

- Promote and sell tickets for the *Pick of the Live Raffle*
- Assist Auctioneer by standing in certain sections of the audience
- Encourage bidders to bid
- Help the auctioneer "catch the bids" and determine bidder number
- Record live auction bids
- Record paddle raiser and bid number
- Take winning bid numbers and final bid amount to Check-Out Area for recording

Qualities Needed: assertive and fun personality, enthusiastic while not disrupting the auction, the auctioneer or bidders, ability to read nonverbal queues, attentive to auctioneer needs.

Auction Floater – 1 Volunteer Needed

- Move continually through various auction stations to provide any needed help

Qualities Needed: Ability to quickly identify needs and problem solve.

Silent Auction Monitors/Closers – 2 Volunteers Needed

- Monitor Silent Auction
- Efficiently close items that were purchased at “Guarantee Bid” price.
- **KNOW THE MERCHANDISE IN SILENT AUCTION**
- Answer bidder questions, encourage bidding and conversation about items
- Remove silent bids sheets when respective silent auction table closes
- Circle all winning bid numbers and write that number at top of sheet
- Remove all pens from the table to make sure no further bidding will occur!
- Bring top copy of closed bid forms to the "Check Out" area for processing
- Leave closed section undisturbed for 15 minutes after closure so guests can revisit area to see what they have won. After that time, begin to gather items by winning bid number for later pick-up.

Qualities Needed: Assertive and fun personality, ability to move very quickly.

Clean Up Crew – 2 Volunteers Needed

- Break down and put away tables and chairs
- Sweep and mop floors
- Clear away any discarded items
- Empty trash cans

Qualities Needed: Willing to stay until the clean-up is finished at around 10:30 pm