

## Transplant House of Cleveland 2024 Gala Volunteer Jobs:

Saturday, April 6, 2024  
LaSalle Theater, 823 East 185<sup>th</sup> St  
Cleveland 44119

[Click here to sign up as a volunteer!](#)



Thank you for your willingness to add to the merriment and success of the event!

### **For night-of volunteers:**

Volunteers can sign up for more than one shift

Parking is available in nearby lots

Plan your arrival in time to be prepared for a mandatory 4:00 training meeting (except break down team)

A meal of sandwiches will be offered before the event

Attire: dress for a party! The event is black tie optional. Volunteers may wear jackets and ties, and formal/semi-formal dresses. Footwear should be comfortable- you will be on your feet!

Although your job will have limited hours within the event, you are welcome to stay as long as you like!

### **Set Up**

**Staff/Committee lead: Marcie**

**Need: 4 Volunteers**

Time Frame

12 noon- 3pm

### Overview:

Help set up centerpieces, decorations, signage, and other final touches of décor.

Set up trophies, raffle display, and other props for the evening.

### Skills Required:

Aesthetic sensibility

Ability to be on your feet for the duration of the shift

Ability to lift and carry up to 20 lbs

### **Greeter**

**Staff/Committee lead: Marcie**

**Need 6 Volunteers**

Time Frame:

Total time frame: 4:00- 7:30, Active time frame: 6:00-7:00

### Overview:

Welcome guests as they arrive and direct them to registration, the appropriate cocktail hour, find table numbers, restrooms, or other wayfinding

Help with photography props

### Skills Required:

Welcoming, outgoing person!

## **Registration**

**Staff/Committee lead: Aaron**

**Need: 6 Volunteers**

Time Frame:

Total time frame: 4:00- 7:30, Active time frame: 6:00-7:00

Overview:

Check guests in by finding their names in the registration database

Swipe credit cards to hold on file for auction and raffle purchases

Process transactions in a quick, accurate manner

Hand our bidding paddles and programs

Sell raffle tickets! Direct guests to raffle

Skills Required:

Comfort with data entry

Attentive to detail

Calmness under pressure

Quickness and agility in finding names, paddle numbers, handing out programs and keeping the line moving

## **Raffle Sales**

**Staff/Committee lead: Marcie**

**Need: 8 total (4 teams of 2 Volunteers) *I have 4 people so far***

Time Frame:

Total time frame: 4:00pm- 8:30pm, Active time frame: 6:00- 10:30

Overview:

Teams of two will be circulating throughout the cocktail hour and dinner service actively soliciting sales of raffle tickets.

Skills Required:

Comfort approaching guests to enthusiastically elicit ticket sales

Energetic salesmanship and sense of fun

## **Auction Spotter**

**Staff/Committee lead: Mark**

**Need: 6 Volunteers**

Time Frame:

Total time frame: 4:00pm- 9:30pm, Active time frame: 8:00-8:30

Overview:

Spotters will be stationed throughout the room ready to point out to the auctioneer paddles raised in the fast-paced live auction portion of the evening.

From Mark, auctioneer: "They really are part of the entertainment of the evening have a great responsibility to team with me in identifying bidders."

Skills Required:

Alert attentiveness to accurately record and/or catch all the action

Assertive communication skills and sense of urgency

Legible writing in a fast-paced environment

Ability to stand and move quickly during the auction

Height is an asset!

### **Celebration Team**

**Staff/Committee lead: Marcie/Mark**

**Need: 5-7 Volunteers**

Time Frame:

Total time frame: 4:00pm- 8:30pm, Active time frame: 8:00-8:30

Overview:

This team will rush into the ballroom to celebrate the live auction winner with cheers, props such as confetti, a bag of themed gifts, and/or other fun elements to make a big deal of the winning bid!

Very important that this team creates the sense of celebration—within a 20 second time frame at each table!

Skills Required:

Fun and animated people!

Absolutely 0 timidity

### **Break Down**

**Staff/Committee lead: Marcie**

Time Frame:

11p-12:30a

Overview:

Ensure that The LaSalle Theater is restored to order

Pack up and load all leftover bar inventory to vehicle

Pack up all decorations and event props owned by ThoC and volunteers

(caterer is responsible for all food, china/glass/silver, linens, sweeping the floor, etc. Tables and chairs remain as is)