



Job Descriptions

Pre-Event Ballroom Area: Set-Up Decorations/Take Down

Number of Volunteers Needed: 10

Reports to the Team Captain

Where: Inside of the Main Ball Room

Shift time: TBD

Task:

Set table maps

Set-up signage for elected officials and La Familia awardees

Set-up easels for alphabetical break down of registration

Place Centerpieces on tables

Place table stands #'s ad Sponsorship Names

Place printed programs on chairs

Place cards & pens

Some vases will require putting rocks in them

Place a small cloth in center of table

150 chairs will need bows and chair covers

Pick-up vases at the end of the event

Help Rick Moreno with set-up and tear down

When shift is done contact Team Captain for further assignments



Job Descriptions

Greeters

Number of Volunteers Needed: 14

Reports to the Team Captain:

Where: Fairmont Lobby Area

Shift Time: TBD

Task:

Direct VIP to reception room

Welcome VIP/Guest

Provide directions to VIP reception or the Main Ballroom Foyer

Provide Assistance to ladies who need help from the escalators

Greeters should usher guest into main ballroom when doors open

Handout a list of Silent Auction pamphlets

Thank the guest for coming to the Hispanic Charity Ball

VIP Room-

Shift Time: 4:00pm-9:00pm

Check-off list and Welcome Guest and direct them to the Suite

VIP to be given a map of seating assignment for dinner

Ball Foyer Doors:

Bring greeters inside the ball room to make sure doors are monitored and assist guest

Greeters should be outside of each door to insure that the doors do not slam.

The people assigned to the doors to the ballroom should have a clear understanding about noise control.

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When shift is done contact Team Captain for further assignments



Job Descriptions

Registration

Number of Volunteers Needed: 6

Reports to the Team Captain

Where: 2nd Floor

Shift Time: TBD

Task: Great guest(s)

Locate guest(s) names on the registration list

Provide guest(s) with table number and map of seating

Direct guest(s) where event is taking place

Advise guest(s) of auction

Answer any general questions guest(s) may have or refer them to the Registration Captain

Assist in other areas as needed

When shift is done contact Team Captain for further assignments



Job Descriptions

Ballroom

Number of Volunteers Needed: 20

Reports to the Team Captain

Where: Ballroom

Shift Time: TBD

Task:

Volunteers should be stationed inside the ball room to make sure doors are monitored and assist guest

One volunteer should be inside and one shall be stationed outside of each door to make sure doors don't slam.

The volunteers assigned to the doors in the ballroom should have a clear understanding about noise control. They need to keep the doors closed and ask people standing by the doors that they need not interrupt the program once it has started.

Volunteer visit each sponsor table (approximately 60) during the dinner time and do the following: Identify the "Table Capitan" or "Company Representative" for the table

Thank that person by saying, "On behalf of the Hispanic Foundation of Silicon Valley" we thank you for your support and participation in our 21st Annual Hispanic Charity Ball".

Each sponsor table will have a take home sign with the company's name. The volunteer should tell the person that the sign is their gift from the foundation and they can take it back to their business.

Please ask the person to leave the plastic stand so they can be recycled for next year.

Ask the person to have each person at his/her table fill out the registration card.

Encourage the table to participate in the "Silent Auction".

When shift is done contact Team Captain for further assignments



Job Descriptions

Back Stage

Number of Volunteers Needed: 3

Reports to the Team Captain:

Where: Ballroom

Shift Time: TBD

Task: Work with technical crew on production flow
Stage manager direction, identify & escort program presenters to the stage

When shift is done contact Team Captain for further assignments



Job Descriptions

Silent Auction

Number of Volunteers Needed: 20

Reports to the Team Captain

Where: Fourier

Shift: Set up TBD

TASK:

Set-up Plexiglas displays, clipboards & pens, decorations & highlighters

Help set-up donated items

Make sure phone/data access is nearby with lamp

Evening of function

Volunteers should be informed of donated items

Watch for theft or general disturbance of display

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Close tables promptly at 10 PM

Process Silent Auction Purchases

Help direct rightful owner to check-out station

Process payment or get contact information for rightful owner. Provide "PAID" or "Will Invoice"

Receipt

Help and hand -over items to the rightful owner after they have shown "Paid Receipt"

Tear Down

Bring cash box & credit card processing equipment

Bring pens, receipt forms & paid stamp

When Auction is over, help pack up items that are left behind and return back to room/Foundation office

When shift is done contact Team Captain for further assignments



Job Descriptions

Security

Number of Volunteers Needed: 8

Reports to the Team Captain

Where: Roaming

Shift Time: TBD

Task: Roam the facilities

Make sure everything is secure

Check in with Silent Auction to make sure everything is "OK"

Any Disturbance contact Hotel Security

Provide assistance when/where needed

Observe the Following Tables:

La Familia (before Event)

Photographer Area (Before and After)

Silent Auction (before and After)

When shift is done contact Team Captain for further assignments