



# RMH Foundation Ball & Auction Volunteer Opportunities

## ***Ball & Auction Overview:***

This year's Ball & Auction is scheduled for Friday November 16 at the Beeches. Our theme this year is *An Evening Aboard the RMH Discovery*. The evenings activities will include a silent auction/photo opportunities for guests, live music, a live auction, dancing and fine dining and maybe some other exciting entertainment yet to be revealed.

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### **Auction & Ad Sales sub-committee: (prior to event)**

1. Now thru Nov. 2: Ask companies you frequent or people you know to donate services or items for our silent and live auction and/or to purchase an ad for the event program. See hand outs for ideas. All donations are tax deductible.
  2. Nov. 2 - Nov. 15: Help with organization of packages, writing descriptions and bid sheets.
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### **Set up and Decorations: (20 volunteers) Thursday Nov. 15 & Friday Nov. 16**

Where: The Beeches

When: Thursday starting at 1pm-7pm / Friday from 9am-1pm

Duties: Assist with set up of silent auction; decorating tables and other decorations for the event that could require assembly. Please wear comfortable clothes and shoes.

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### **Event night volunteers: \* *Event volunteers must have a heart to serve. Good people skills a must!* Friday Nov. 16**

<b>Volunteer check in:</b>	4-430pm
<b>Registration:</b> (5-6 volunteers) check in guests/ assign bidder numbers & table numbers	5-7:30pm
<b>Cruise Directors:</b> (2-3 volunteers) to direct guests to photo op's & silent auction	5-7:30pm
<b>Silent Auction team:</b> (8-10 volunteers) monitor auction tables and bids, close out and pack up items	5-8:30pm
<b>Live auction team:</b> (6-8 volunteers) spot bidders and assist auctioneer	9-9:30pm
<b>Auction Check out team:</b> (8 volunteers) 3-2 person payment teams/ 4 gift runners	8:30-10:30pm
<b>Clean up crew:</b> (4-6 volunteers) assist in clean up	10:30- 11:30pm

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**What to wear:** In keeping with our cruise theme, on the night of the event please wear white or navy blue or any combination of. Please keep accessories to white, navy, red or

**See reverse side for the sign up sheet!**

### **Other Info:**

- Please feel free to sign up for multiple duties as long as the time frames do not overlap.
- because there are behind the scene tasks that will need to be completed during a portion of the main dinner, dinner times will be varied depending on what duties you sign up for.
- Thank you in advance for any and all help you can offer making this event fantastic.

# RMH Foundation Ball & Auction Volunteer Opportunities ~ Sign Up Sheet

**YES! I would love to help with this year's Ball. Here is how I can help:**

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**\_\_\_ Auction & Ad Sales sub-committee:**

\_\_\_ Help get great items for auction!

Here is a preliminary list of who I will ask for donations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Help with packaging & organization prior to event!

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**\_\_\_ Set up and Decorations:**

\_\_\_ **Thursday Nov. 15 circle times available: 1pm-3pm 3pm-5pm 5pm-7pm**

\_\_\_ **Friday Nov. 16: 9am-1pm**

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**\_\_\_ Event night volunteers: Friday Nov. 16**

\_\_\_ **Volunteer check in:** 4-430pm  
\_\_\_ **Registration:** 5-7:30pm  
\_\_\_ **Cruise Directors:** 5-7:30pm  
\_\_\_ **Silent Auction team:** 5-8:30pm  
\_\_\_ **Live auction team:** 9-9:30pm  
\_\_\_ **Auction Check out team:** 8:30-10:30pm  
\_\_\_ **Clean up crew:** 10:30 – 11:30pm

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**Here is my contact information:**

**Name:** \_\_\_\_\_

**Phone: work** \_\_\_\_\_ **Home/cell** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The best way to get a hold of me is by:** \_\_\_\_\_