



VOLUNTEERS

2017 No Tie Dinner & Dessert Party
Frontiers of Flight Museum at 6911 Lemmon Avenue Dallas 75235
Volunteer Job List
Night of Event – April 8, 2017

Below are some volunteer opportunities available the night of our event. Select three choices. We will do our best to accommodate your first choice. If you have any question, please contact Henrietta Martin at 214-941-0523. hmartin@aidsdallas.org FAX: 214-941-8144. Thank you!

Have you volunteered before? _____ **If so, what area** _____

Area	Choice	Duties
Auction Item Stations Mandatory Meeting Prior to Event Night - TBD		Monitor Items for sale/ check receipt from guests for purchases. Auction Spotters - Circle if Interested.
Dessert Table Stations		Serve desserts and greet guests in your area. Assist with replenishing desserts.
First AID Station		Offer first aid to those in need.
Greeter		Greet and take down guest information Direct guest as needed.
Hospitality Station		Monitor snacks and drinks for volunteers.
Runners		Assist the leads taking bid sheets to the Check In/Out area, Spotter during Live Auction
Set Up		Set up tables, auction items, hospitality area. Any other duties requested by section lead.
Tear Down		Break down event, load tables, chairs and auction items. Any other duties requested by section lead.
Volunteer Registration		Sign in volunteers and provide assignment.
Door Guards		Direct Incoming guests.
Check In/Check Out		Check In all guests/Check out all items sold.

Name: _____

Phone: _____

Email: _____ **(print clearly) T-Shirt Size** _____

Deadline to Register is March 31, 2017. No children under 17 years of age.