

Volunteer OPPORTUNITIES



To volunteer for any of these positions please contact:
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BEFORE THE GALA

Auction Item Solicitor

Chair: Tricia Twigg & Sharon Tomko

DESCRIPTION: Contact local businesses to donate items for silent & live auction prior to event, October-February.

*Note: Many businesses have been long time supporters of The Gala.

Auction Item Delivery

Chair: Sharon Tomko

DESCRIPTION: Pick-up pledged auction items from local businesses prior to event, January- March.

*Note: Items have already been solicited and pledged from local businesses.

Friday Set Up at L Brands

Chair: Dianna Bessignano

DESCRIPTION: Assist the Committee Chairs with various tasks involved in setting up the auction at L Brands on Friday, February 23.

Various shifts during the morning, afternoon, evening

DURING THE GALA

Registration Table

Chair: Nancy Matney

DESCRIPTION: Check in attendees using provided laptops until approximately 7:30.

Duties include:

***Attend a training session before guests arrive (PROMPTLY at 5:15)**

Verify/complete registration for each guest

Complete credit card transaction for guests not pre-registered

Locate & designate table assignment for guests

Registration Assistant

Chair: Nancy Matney

DESCRIPTION: Assist with check in/registration process. Task will usually involve locating name tags for guest upon check in. Shift is 5:45 - 7:30.

Live Auction Spotters

Chair:

DESCRIPTION: Serve as a "spotter" during the Live Auction by:

Attending training session 1/2 hour before Live Auction

Surveying assigned area for bidders

Calling attention to a bidder in your area

Recording transaction on provided paperwork

Returning materials to Live Auction Co-Chair at conclusion

Wine Pull Sales at Event**Chair: Alice Bailey**

DESCRIPTION: Work in half hour/hour shifts to sell "pulls" at the wine pull display during the evening. Credit card transaction completed on an iPad.

Raffle Ticket Sales at Event**Chair: Andrea Stone**

DESCRIPTION: Sell raffle tickets in half hour/hour shifts during the evening. Credit card transaction completed on an iPad.

Pick-Up Valet**Chair: Beth Boy, Angie James**

DESCRIPTION: Assist patrons locate and pick-up physical items from silent auction tables at conclusion of event.

Check Out/Sorter**Chair: Beth Boy, Angie James**

DESCRIPTION: Work with Committee Chair to provide a smooth checkout process. Assist with sorting silent auction gift cards/certificates while the live auction and Fund A Need are taking place.

Assist patrons picking up their gift cards/certificates at the conclusion of the event.

Gift Card Grab Sales**Chair: Angie Ewald, Angie Leeseberg**

DESCRIPTION: Work in hour shifts to sell gift card grab selections at the display during the evening. Credit card transaction completed on an iPad.

Auction Table Captains

Various Table Captains**Committee Contact: Andrea Stone**

DESCRIPTION: Organize and create appealing visual displays (baskets and/or signage) for items in your assigned category.

Solicit volunteers to assist you with your duties as needed.

Tag and create display options for actual items or create signage for services and gift cards.

Organize gift certificates and gift cards and check for accuracy.

Verify and check accuracy of item descriptions with data entry volunteer.

Set up item table display at L Brands on Friday, February 22.

*Note: Will attend a couple of informational meetings in months leading up to The Gala. Busiest time will be 2 weeks before the event.

Openings this year:

Kids & Family Fun

Home & Garden

Hollywood Glam

Shopping & Gifts

Wine & Dine

Handbag Heaven

COMMITTEE CHAIR

Chair for Fund A Need Display

Committee Contact: Tricia Twigg

DESCRIPTION: Work with Planning Committee to set up an interactive display for the Fund A Need Station.

Most work done in weeks before start of event

Set Up on Friday, February 23 at L Brands

Volunteer Co-Chair

Committee Co-Chair: Dianna Bessignano

DESCRIPTION: Work with co- chair to solicit and organize volunteers.

January - February: Solicit volunteers via email & phone

Diring event: Monitor the Volunteer Check-in Table

Dessert Co-Chair

Committee Co-Chair: Michelle Wenz

DESCRIPTION: Work with Co-chair to solicit donations fro desserts. Organzie schedule for pick-up/delivery the day of the Gala.

For More Information Please Contact:

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For More Informtation About The Gahanna-Jefferson Education Foundation or The Gahanna Gala,
Please visit: www.gjef.org