

**GLADHANDER VOLUNTEERS NEEDED! PLEASE LOOK OVER THE LIST OF NEEDS AND CALL 941-4523 OR EMAIL KATHY BRITTEN AT [kbritt@gtacs.org](mailto:kbritt@gtacs.org). MANY HANDS MAKE LIGHT WORK!**

## **MAIN EVENT ... SATURDAY, OCTOBER 24, 2009**

### Booth Workers

First shift 4:30 to 9:30 p.m. (**only 9 more needed**) Assists and monitors bidding in your booth  
Second shift 9:30 p.m. to 1 a.m. (**17 more needed**) Second shift assists and monitors, but after booth closes, are in charge of the items. Items are packed in boxes provided, or wrapped for security from damage. The unsold items get transported to basement storage and the sold items are handed off to the winning bidders that show proof of payment. The unclaimed sold items are taken to Distribution for pick up at a later date.

### Booth Closers

10 p.m. to 1 a.m. (**8 needed**) Once the booth has been closed, using red pen, validate winning bids. Quick adding skills needed. Stay to help clear booths of items.

### Prepping and Plating

6:00 to 8:30 p.m. (**filled...thanks!**) Assist the chef in prepping and plating the dinners. You will be called to the kitchen and assigned prepping tasks and/or be part of an assembly line when food is scooped onto plates. Standing required.

### Check out

9 p.m. to 2 a.m. (**10 more needed**) 6 for data entry (efficient with keypad), 4 for filing (alphabet!), and 10 for cashiering (courteous, adding machine experience, credit card processing (training available)).

### Plinko Game

4:30 p.m. to Midnight (**3 more needed**) Sell to guests an opportunity to win prizes!

### Photography Assistants

4:30 to 11 p.m. (**filled...thanks!**) 2 adult assistants: Photographers take posed photos of guests. Assistants record guests' names and table numbers that correspond to photo. When photos are received from print shop that evening, assist students in assembling and delivery.

### Spotters

6 to 11 p.m. (**15 needed**) Assist the guests, in your section, in their bidding during the live auction, using the flashlight provided. Good listening skills and encouraging the guests make great spotters. Breaks are given, but you are on your feet!

### Raffle Ticket Booth

4:30 to Midnight (**2 needed**) Sell raffle tickets to guests throughout the evening.

### Shuttle

3:30 to 9:30 p.m. (**2 needed**)

9:30 p.m. to 2 a.m. (**1 needed**)

Drive a school van to transport volunteers that park at the St. Francis church parking lot to the high school and back to their car after their shift is completed. Also, drive a student with film from the photographer to the Photo Lab, picking up developed photos, if applicable.

#### Treasure Chest

4:30 p.m. to Midnight (**filled...thanks!**) Sell keys to guests that may open a treasure chest filled with money.

**Can work shifts: 4:30 to 9:00 or 8:30 to midnight**

#### Valet Parking

3 p.m. to 3 a.m. (**6 needed**) Assist students in parking: Can be split into early and late shifts. Adults needed to direct students in parking into spaces.

#### Wait Staff

4 to 10 p.m. (**17 needed**) NOT taking drink or dinner orders... NOT carrying trays... Only placing meals from trays onto the tables in front of guests and clearing them when finished. One professional wait person and two volunteers per section of 5 tables. 4PM provides time to eat, meet and train with your co-workers. Dinner starts at 7PM. Professional staff stays until the end of the auction.

#### Volunteer Check-In

Located at the 10<sup>th</sup> Street High School entrance, [all volunteers must check in here](#). You will have name badges to confirm entrance. Anyone WITHOUT a name badge needs to be confirmed by chairperson before entering.

3:30 to 6:30 p.m. (**filled...thanks!**)

6:00 to 9:30 p.m. (**filled...thanks!**)

9:00 p.m. to Midnight (**2 needed**)

### **PREVIEW.... FRIDAY, OCTOBER 23, 2009**

#### Food prepping

1 to 3 p.m. (**filled...thanks!**) Cut fruit and vegetables and arrange on deli trays for the evening.

#### Boothworkers

Assists and monitors bidding in your booth.

First shift 4:30 to 7:00 p.m. (**7 needed**)

Second shift 6:45 to 9:45 p.m. (**13 needed**)

#### Bartenders

4:30 to 7:15 p.m. (**filled...thanks!**) Serve drinks to guests

7:00 to 10:00 p.m. (**filled...thanks!**) Serve drinks to guests and CLEAN UP after closing

#### Food staff

4:30 to 7:15 p.m. (**filled...thanks!**) ) Keeps buffet trays full for guests

7:00 to 10:00 p.m. (**filled...thanks!**) ) Keeps buffet trays full and CLEANS UP after closing

#### Treasure Chest

4:30 to 10 p.m. (**filled...thanks!**) ) Sell keys to guests that may open a treasure chest filled with money.

**Can work shifts: 4:30 to 7:00 p.m. or 6:30 to 9:30 p.m.**

PHYSICAL ARRANGEMENTS... WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, AND SUNDAY  
**(Many people needed! Just show up!)**

Wednesday

Transfer of supplies

7:30 a.m. Loading trucks with supplies from storage

Setup - Wednesday

Anytime between 8 a.m. to 10 p.m. Unloading trucks with supplies, clearing gym, building risers, ceiling, electrical, taking down of tables and chairs in cafeteria, tent work, entrance, etc.

6 to 10 p.m. build booths

Setup – Thursday

Anytime between 9 a.m. to 6 p.m. Continue building, electrical, entrance

6 to 10 p.m. Table and chair setup

Setup – Friday **(Childcare provided at I.C. 9 a.m.-3 p.m. Sign-up in the Gladhandler office)**

Anytime between 9 a.m. to 4:30 p.m. Final touches

Set-up – Saturday

Anytime between 9 a.m. to 3:00 p.m. Final, final touches

**Takedown – Sunday, October 25**

Anytime between 9 a.m. to 3:00 p.m. Takedown tables and chairs, risers, ceiling, booths, etc. Load trucks with items and unload at storage.

Dishwashers at St. Francis-Sunday

10 a.m.. to 2 p.m. **(4 needed)** 4 or more adults to assist high school students washing dinner dishes, etc. at SF School Kitchen using their automatic dishwasher. Includes preparing for storage for next year.

11:00 a.m. to 2:00 p.m. Load trucks and unload trucks at storage.