



## Classic Wines Auction Abbreviated Volunteer Job Descriptions

### Walla Walla Event

- Assist in pre-event set up during the day
- Assist with greeting and clean up at the event in the evening  
*Dress for set up is comfortable, jeans OK; dress for evening is business*  
*Requires standing and walking for up to three (3) hours*

### General Auction Set-up

- Assist in pre-event set up during the day on Friday and/or Saturday at the Oregon Convention Center
- Oral, silent, and super silent auction area set-up includes placing packages and signage in correct locations, verifying items and using décor to enhance displays
- Table preparation includes placing table toppers, chair covers, centerpieces and other items in their proper locations
- Other tasks as requested by staff  
*Comfortable dress, jeans OK*  
*Requires standing and walking for up to four (4) hours*

### Ambassador Dinner Set-up

- Assist in pre-event set up during the day on Friday at the Portland Art Museum
- Table preparation includes placing table toppers, chair covers, centerpieces and other items in their proper locations
- Other tasks as requested by staff  
*Comfortable dress, jeans OK*  
*Requires standing and walking for up to three (3) hours*

### Coat Check

- Assist volunteers and auction guests who wish to check their coats for the evening  
*Dress for the guest coat check position is business or cocktail attire; dress for the volunteer coat check position is comfortable, jeans OK*  
*Requires standing and sitting for approximately four (4) hours*

### Guest Registration

- Register auction attendees by interacting with guest, requesting name, retrieving bidder information, asking them to register a credit card
- Operate Auctionpay terminal
- Interaction may also include answering questions, troubleshooting, orienting guest with event timeline and location
- Customer service skills are necessary for this position  
*Dress for this position is business or cocktail attire*  
*Requires sitting for up to four (4) hours*

### Silent Auction Steward

- Monitor a designated area of the silent auction
- Guard auction items against theft
- Direct/Assist guests in locating auction packages  
*Dress for this position is business or cocktail attire*  
*Requires standing and walking for approximately three (3) hours*

### Super Silent Auction Steward

- Monitor a designated area of the super silent auction in the rear of the ballroom
- Guard auction items against theft
- Direct/Assist guests in locating auction packages
- Assist in the removal of packages after the close of the super silent auction, take packages to item pick up area  
*Dress for this position is business or cocktail attire*  
*Requires standing and walking for approximately five (5) hours (breaks provided)*

\*Tuxedos (for men or women) are provided courtesy of Mr. Formal. You will be given a card to present to Mr. Formal when renting your tuxedo.



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### Greeter

- Greet and assist guests in locating registration, silent, super silent, and oral auction areas, wine tasting stations, restrooms, coat check, ring toss, charity display tables, etc.
- Assist in calling guests to dinner
- Customer service skills are necessary for this position  
*Dress for this position is business or cocktail attire*  
*Requires standing and walking for approximately four (4) hours*

### Ballroom Usher

- Direct guests to their assigned table in the ballroom
- Customer service skills are necessary for this position  
*Dress for this position is cocktail attire or tuxedo\**  
*Requires standing and walking for approximately two (2) hours*

### Oral Auction Spotter

- Work designated area of the ballroom during the oral auction to encourage bidders; high energy needed here!
- Point out bidders to the auctioneer
- **Spotters are required to remain in their section until the end of the oral auction** (breaks provided)  
*Dress for this position is cocktail attire or tuxedo\**  
*Requires standing and walking for up four (4) hours*

### Oral Auction Runner

- Work in the ballroom during the oral auction
- As packages are sold, take oral auction paperwork from clerk near stage to guest for signature, then to staff at registration
- **Runners are required to remain in their section until the end of the auction** (breaks provided as needed)  
*Dress for this position is cocktail attire or tuxedo\**  
*Requires standing and walking for up to four (4) hours*

### Oral Auction Wine Steward

- Work in the ballroom during the oral auction
- Present/Exhibit bottle(s) or item(s) on stage as the auction package is sold during the oral auction
- **Wine stewards are required to remain in their position until the end of the auction** (breaks provided as needed)  
*Dress for this position is cocktail attire or tuxedo\**  
*Requires standing and walking up to four (4) hours*  
*Must be able to lift 50 pounds*

### Oral Auction Wine Handler

- Work with Wine Stewards and Item Pick Up volunteers to transport packages, after they have been sold, from the ballroom to the Item Pick Up area. Shopping carts provided for transport.
- **Wine handlers are required to remain in their position until the end of the oral auction and until all wine has been transported to the Item Pick Up area**  
*Dress for this position is black slacks and white shirt (no jeans)*  
*Requires standing and walking for up to four (4) hours*  
*Must be able to lift 50 pounds*

### Buyer Appreciation

- Assist in celebratory acknowledgement of winning bidders during the oral auction; high energy needed here!
- Congratulate successful bidders and thank them for their support  
*Dress for this position is cocktail attire or tuxedo\**  
*Requires standing and walking and high energy for up to four (4) hours*



## Classic Wines Auction Abbreviated Volunteer Job Descriptions

### Floater

- Respond to the needs of Team Leaders, the Volunteer Director or Classic Wines Auction staff throughout the evening
- Requires flexibility and willingness to pitch-in wherever needed

*Dress for this position is business or cocktail attire*

*Requires being on the move for up to four (4) hours*

### Clean-up

- Transfer wine and other items from foyer, ballroom and item pick up area to storage room after guests have departed
- Transport signage, supplies and other materials to the storage room

*Comfortable shoes, jeans, t-shirt*

*Must be able to lift 25 pounds*

### Delivery

- Deliver wine to buyer's homes or other location designated by the buyer on Sunday, March 7

*Comfortable shoes, jeans, t-shirt*

*Must be able to lift 25 pounds*

*Van, SUV or station wagon ideal for delivery vehicle*

**NOTE:** These descriptions are general. A detailed description will be included in your volunteer confirmation materials which will be mailed in February.