



















# CLASSIC WINES AUCTION 2018 VOLUNTEER OPPORTUNITIES

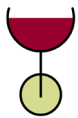
We rely on volunteers to help create memorable experiences for our guests. From start to finish, your participation is the key to success!

The descriptions below are general. A detailed description will be included in your confirmation materials, which will be mailed in February. **THANK YOU!**

JOB	DATE/TIME	JOB DESCRIPTION	ATTIRE	JOB TYPE
<b>Walla Walla Wine set-up, greeting and clean-up</b>	Mon., Feb. 26 at Left Bank Annex 12pm–3:30pm / 5pm–9pm	Day: pre-event set-up Evening: Greeting guests and event clean-up	Day: comfortable, jeans OK Evening: business	
<b>Auction Decor</b>	Fri., Mar. 2, at Geranium Lake Flowers 9am–12pm	Assemble centerpieces and prepare them for transport.	Comfortable, jeans OK	 
<b>Ambassador Dinner set-up</b>	Fri., Mar. 2 at Left Bank Annex ~new venue~ 12pm–4pm	Assist in pre-event set-up, including: load in boxes, placement of table toppers, chair covers, centerpieces and other items. Wrap attendee gifts. Other tasks as requested	Comfortable, jeans OK	 
<b>Auction Volunteer Opportunities - at Oregon Convention Center (all Sat., Mar. 3 unless otherwise noted)</b>				
<b>Auction Set-Up</b>	Fri., Mar. 2 AND/OR Sat., Mar. 3 9am–1pm; 12pm–4pm	Place auction items and signage, verifying items and creating pleasing displays. Distribute chairs, place linens, centerpieces, menus and gifts. Other tasks as requested, could include lifting heavy (25 lb.) items	Comfortable, jeans OK	  
<b>Registration Set-Up</b>	9am–12pm	Assemble guest registration materials (for 400+ couples) <i>Requires very detailed organization of bidder numbers and verifying information is filed correctly; attention to detail is critical.</i>	Comfortable, jeans OK	 
<b>Volunteer Hospitality</b>	9am–1pm; 1pm–5pm; 5pm–11pm	Assist volunteers who wish to check their coat; please do not leave coats unattended <i>Has some down time.</i>	Comfortable, jeans OK	
<b>Volunteer Registration</b>	9am–2pm; 2pm–7pm; 7pm–11:30pm	Greet/welcome and check-in volunteers, give direction, answer questions. <i>Requires organization and flexibility.</i>	Comfortable, jeans OK	  
<b>Wine Tasting Station Assistant</b>	3pm–5:30pm	Assist wine tasting stations with load-in of their wine and with any requests including retrieving items such as glassware and ice, etc.	Black slacks and white shirt or business attire (no jeans)	 
<b>Silent Auction Steward</b>	4:30pm–7:30pm	Monitor designated area of the silent auction. Guard auction items against theft. Assist guests in locating auction packages and encourage bidding.	Business or cocktail attire	 



classicwinesauction



Wine working wonders.

## Icon Key

These jobs require:



Standing and/or walking for 2-4 hours



Sitting for 2-4 hours



Manual labor, heavy lifting



Outgoing personality, high energy




Attention to detail



Technology knowledge & use



Creative skills

<b>Greeter</b>	4:30pm–8pm	Greet and assist guests in locating registration, silent, super silent, buy it now and live auction areas, wine tasting stations, restrooms, coat check, ring toss, etc. <i>Outgoing personality and customer service skills are critical for this position</i>	business or cocktail attire	 
<b>Ring Toss</b>	4:30pm–7:30pm	Encourage guests to play ring toss game; track guest bidder number or accept card and cash payments. Run game according to instructions. <i>Outgoing personality and customer service skills are critical for this position.</i>	business or cocktail attire	   
<b>Buy It Now</b>	4:30pm–7:30pm	Assist guests and answer questions about how to sign up for (buy) auction packages that are sold per person or per couple for a fixed price.	cocktail attire or tuxedo*	  
<b>Sommelier</b>	5pm–10:30pm	Pour wine for guests at assigned tables; must have current or recent past position as a professional sommelier and must have current OLCC Alcohol Servers Permit; this position requires significant customer service	cocktail attire or tuxedo*	 
<b>Ballroom Usher</b>	5:30pm–7:30pm	Using guest list and map provided, direct guests to their assigned table in the ballroom. <i>Outgoing personality and customer service skills are necessary for this position.</i>	cocktail attire or tuxedo*	 
<b>Table Concierge</b>	6pm–10:30pm	Assist guests with on-site wine purchases.	cocktail attire or tuxedo*	  
<b>Live Auction Spotter</b>	6pm–10:30pm	Encourage bidding and point out bidders to the auctioneer using light stick. Spotters are required to remain in their designated section until the end of the live auction (breaks provided). <i>High energy required!</i>	cocktail attire or tuxedo*	 
<b>Buyer Appreciation</b>	6:30pm–10:30pm	Provide celebratory acknowledgement of winning bidders during the live auction. Congratulate successful bidders and thank them for their support. <i>High energy required!</i>	cocktail attire or tuxedo*	 
<b>Live Auction Wine Hander</b>	6:30pm–10:30pm	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. <i>Must remain in position until the end of the live auction and until all items have been transported to the Item pick-up area.</i>	cocktail attire or tuxedo*	 
<b>Live Auction Wine Steward</b>	6:30pm–10:30pm	Exhibit bottle(s) or item(s) on stage as the auction package is presented for bidding. <i>Must remain in position until the end of the live auction.</i>	cocktail attire or tuxedo*	 
<b>Floater</b>	6:30pm–10:30pm	Respond to the needs of Team Leaders, Volunteer Director or Classic Wines Auction staff throughout the evening. <i>Requires flexibility and willingness to pitch-in wherever needed.</i>	cocktail attire or tuxedo*	
<b>Clean-up</b>	10pm–1am	Transport wine and other items from lobby, ballroom and item pick up area to storage room after guests have departed. Transport signage, supplies and other materials to the storage room. Must stay until 1am.	comfortable shoes, jeans OK	 
<b>Sunday Deliveries</b>	Sun., Mar. 4 10am–1pm	Deliver Auction purchases to buyer's homes. <i>Use of personal vehicle is required.</i>	comfortable	

If you would like to volunteer with a group, please call or email Carma at 503-575-6328 or corcorancarma@gmail.com

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