



NIGHT OF CHOCOLATE

A Hollywood Style Event

SEPTEMBER

22

2017

Volunteer Positions

Important Details

- Date:** Friday, September 22, 2017
- Location:** Hollywood Casino Columbus, 200 Georgesville Road, Columbus, OH 43228
- Arrival Time:** Please arrive 15 minutes before your shift and report to the Volunteer Check-In table.
- Attire:** Women: Black cocktail dress or skirt and blouse. Men: Dark suit or black slacks, and sports jacket and tie. If your role requires that you be on your feet a lot throughout the evening, be sure to wear comfortable shoes, but not sneakers. (You can change into other shoes after guests leave, if you like.)

Hospitality Team

Ambassadors & Greeters

The main job of our ambassadors and greeters is to make guests feel welcomed, informed, and appreciated. You will provide directions for guests as they come into the event area, give them an event program, and show them where they can enter to win a cruise! You also will offer other details to help guests enjoy their evening. This is a great position for people who are outgoing, articulate, and passionate about Cancer Support Community.

Hours: 6:30 PM – 9:00 PM & 9:00 PM – 11:30 PM

Station Attendants

As a station attendant, you will be assigned to one of the tables or stations, such as goodie bag pick-up, photo booth, or coffee. You will be asked to assist with setting up the goodie bag display, hand out bags as guests leave, OR assist the photographer at the photo station with keeping track of guest names OR assisting guests who would like a special coffee drink. If you are friendly and helpful, you're qualified!

Hours: 6:30 PM – 9:00 PM & 9:00 PM – 11:30 PM

Registration Team

Volunteer Check-In

In this role, you will check volunteers into the system and provide their name tags.

Hours: 5:30 PM – 9:15 PM

Registration Agents

With 900 guests arriving within a very narrow window of time, we are looking for a large number of registration agents who will be using iPads and our event software to check guests into the event when they arrive, collect

and enter contact and credit card information, and assign auction bid numbers. You must be tech-savvy, fast-working, accurate, and friendly to succeed in this role.

Hours: 5:30 PM - 9:15 PM

Check Out Cashiers

As a cashier, you'll be using our event software on an iPad to enter auction sales, check out guests after Night of Chocolate has concluded, verify and process purchases made throughout the evening, generate e-mail receipts, and provide instructions on how to pick up purchased auction items. You must be tech-savvy, fast-working, accurate, and friendly to succeed in this role.

Hours: 9:00 PM – 11:15 PM

Check Out Runners

You will be retrieving the Silent Auction items and helping with the check-out process.

Hours: 9:00 PM - 11:15 PM

Auction & Raffle Team

Silent Auction Assistant

The goal of our silent auction assistants is to ensure our silent auction runs smoothly. This will involve maintaining the silent auction item displays, answering questions guests have about the silent auction, transporting auction items from their display location to the check-out location, providing information about auction winners to the cashiers, and fetching items to give to winners.

Hours: 6:30 PM – 9:00 PM & 9:00 PM – 11:30 PM

Live Auction Spotters and Runners

Live Auction volunteers are responsible for executing a profitable and well-run live auction at Night of Chocolate. This involves a number of tasks including maintaining the live auction item displays, answering questions guests have about the live auction items, spotting and recording winning bidder numbers and bid amounts, transporting auction items from their display location to the check-out area, providing information about auction winners to the cashiers, and fetching items to give to winners. If you're quick on your feet and are good at interacting with people, you will be perfect for this position!

Hours: 9:30 PM – 11:15 PM

Raffle Ticket Sales

If you're a "natural-born salesperson," we need you to help us sell raffle tickets to the 900 guests we expect this year at Night of Chocolate. You will mingle with the crowd of guests, promoting our fantastic raffle prizes and encouraging them to purchase tickets.

Hours: 7:00 PM – 10:30 PM

Tear Down Crew

Tear Down Assistant

At the end of the event when all the chocolate has been eaten and everyone has left the casino, we will still need your help! We ask that the tear down assistants help pack and load boxes, tear down the silent and live auction areas, etc., and assist staff to make sure all materials and supplies are packed and loaded in to cars or stored for pick-up later.

Hours: 11:15 PM– 12:00 AM