

CORAM DEO ACADEMY'S

DIAMONDS & BOW TIE

VOLUNTEER SERVICE AREAS

BEFORE EVENT

AMBASSADORS

- Gathering and inviting people to attend the gala
 - o Encouraging others to buy a table and invite others
 - o Share about ways to attend, sponsor, or donate auction items
 - o Spread the word about donation needs (live auction, silent auction, raffle prizes, etc.)
 - o Our goal is to invite more outside guests and businesses to attend, those who align with CDA's mission
 - o Campus PTFs are great partners with us in this endeavor!

PROCUREMENT (Starting Summer 2021 through November)

- Administrative (filling out request forms online)
- Solicitation (asking for items and gift cards)
 - o Asking local business for items or gift cards
 - o Approaching outside organizations to sponsor or give
- Basket Making / Decorating
- Filling out baskets with coordinating items (either donated or bought)
- Writing Descriptions for Auction Packages
- Data Entry and Organization (into the OneCause auction software)
- Office Help (printing out auction descriptions and adding them to frames)

ADMINISTRATIVE (October and November especially)

- Helping in the Office of Development (maybe once a week in the fall)
- Emailing or calling attendees about meal choice or guest names
- Printing out table tent cards (with name and meal choice)
- November is an especially busy time with high need for volunteers in office.

DÉCOR (November through day of event)

- Works closely with DBT Gala Team Leader, Tricia Hix
- Creating large display for Live Auction items
- Decorating and merchandising the Silent Auction area
- Centerpiece design
- Decorating entry points and registration tables, adding little touches in the bathrooms, etc.

DAY OF EVENT • SATURDAY, DECEMBER 4

SET UP AND TEAR DOWN

- 9 AM Start setting up tables, auction areas, registration tables, etc.
 - o Usually about 4-6 hours of service time
- After event, about 10 PM, gather votives, table decorations, help load leftover auction items (those that were not picked up yet), box up registration materials
 - o Some tasks can be done during event if you are not attending
 - o Some can only be done after event has concluded

REGISTRATION*

- Show up @ 3-4 PM to train (volunteer room available to rest during down time)
- Serve at or near registration tables from 5-7 PM
 - o Some volunteers may be placed in the VIP Room
- Make sure guests are registered, have their OneCause set up, and ask if they need Raffle Tickets

GIFT CARD PULL*

- Serving the “Digging for Diamonds” area from 6-7 PM or until sold out
- Helping guests purchase the option on OneCause, dig for their “diamond,” and distribute winning gift cards
- The procurement team is key in acquiring these \$20-25 gift cards from area restaurants and businesses
- This is such a popular game and sells out quickly – we would love to have twice as many opportunities to play this year.

POST EVENT: Week after event, thank you notes, distribute auction items, etc.

**These volunteers may/may not be attending the gala but are willing to be busy during 6-7pm reception hour.*