

VOLUNTEER SHIFT SCHEDULE

Annual Charity Auction & Gala

Date: October 12, 2023
Location: Grand Ballroom

TIME SLOT	ROLE / STATION	VOLUNTEER NAME	TASKS / NOTES
4:00 PM - 6:00 PM	Setup & Decor	_____	Centerpieces, table numbers, silent auction tags
5:30 PM - 8:00 PM	Guest Check-in	_____	Verify RSVPs, hand out bidder paddles
6:00 PM - 9:00 PM	Silent Auction Monitor	_____	Answer questions, ensure bid increments
8:30 PM - 10:30 PM	Live Auction Spotter	_____	Identify bidders for the auctioneer
9:30 PM - 11:30 PM	Checkout & Packing	_____	Process payments, wrap delicate items
11:00 PM - 1:00 AM	Clean-up Crew	_____	Trash removal, signage retrieval

For coordinator use only â€¢ Emergency Contact: (555) 012-3456 â€¢ Thank you for your service.