



2019 Volunteer Duties

Evening of Wishes is our signature gala, held at The Ritz-Carlton hotel in San Francisco on Friday, March 22nd. If you have volunteered at Wine & Wishes in the past, this event has changed format a bit. Instead of a wine-tasting portion, that will now be a cocktail hour, and the dinner will be provided by the hotel, rather than us building our own kitchen.

The evening has two pieces: a cocktail hour from 6:30-8pm, and dinner from 8:00-10:30pm. For more details about the event itself or to buy tickets, see the [Evening of Wishes website](#).

The event features up to 500 guests, so with so many parts, we need a number of volunteers to put on the event. Read on for volunteer shifts and duties.

Setup

Much of the event will be set up by the hotel, but we still need a few hands to set up the silent auction and some other Make-A-Wish signage. 2-6:30pm

Registration - 5-8:30pm

As guests arrive, registration volunteers will check them in, and get them signed up to bid in the live and silent auctions. Registration volunteers should be comfortable with using computers, outgoing, and friendly.

Greeters 5:30-8:30pm

When guests arrive, greeters are the friendly faces they see, welcoming them to the event. The Ritz is a bit of a maze, so the Greeters will help point guests towards the event.

Registration Greeters - 5:15-8:30pm

Registration Greeters help guests figure out which line to use, to keep the registration process efficient.

Cashiers 8:00-11:30pm

The main duty of the dinner cashier is to do checkout duties for guests as they head home. Volunteers should be friendly and comfortable with using computers.

Raffle – 5:30-8:30pm

Persuasive, outgoing volunteers are needed to help sell raffle tickets. Raffle volunteers will be on their feet, and should not be shy about approaching guests.

Silent Auction Volunteers – 5:30-8:30pm

Silent Auction Volunteers stand by the silent auction area, chat with guests, encourage them to bid up, and answer any questions they may have. At the end of the silent auction, these volunteers help break down the silent auction, carry supplies to checkout area, etc. Must be able to lift at least a case of wine.

Checkout Runners – 8:00-11:30pm

Checkout runners help in the checkout area arranging the items that people have won in the silent auction, and in some cases, helping people carry their items to their cars. Must be able to lift at least a case of wine.

Live Auction 7:00pm-11:30pm

Live Auction Spotters will start by helping guests find their seats prior to dinner. Then, during the live auction, spotters stand around the room to catch the eye of the auctioneer when guests are bidding. Spotters should be loud, energetic volunteers.

In addition to Spotters, Scribes will help write down winning bids, and Presenters will bring gifts to winners and bring their information back to registration.

Floater

Floater are flexible volunteers who are ready to jump in wherever needed. Things come up at the last minute, and we often need people who can fill in to help with the unexpected.

Shifts are 5:30-8:30pm and 7:30pm-11:30pm

Photo Backdrop Assistants – 5:30-8:30pm

As guests arrive, they will have an opportunity to take their pictures in front of a backdrop. Photo assistants help take pictures, using the guests' cameras or phones.

Photographer's Assistant – 6-10pm

We have a couple official photographers throughout the night. Photographer's assistants will be walking around with the photographers to make sure they get all the photos on the shot list, write down guest names if needed, and help with anything else the photographer needs.

Volunteer Checkin

This behind-the-scenes job has two volunteers per shift to help check in other volunteers as they arrive, and to keep an eye on people's belongings while they are volunteering.

Shifts are 5-8:30pm, and 7:30-11:30pm

Activities Assistants – 5:30-8:30pm

In order to give guests a feel for the wish experience, we will have several stations for activities related to wishes. Volunteers will help make sure these stations are running smoothly.