

“For Love of Country” Annual Gala Dinner

Saturday, December 8th

6:00 PM – 10:00 PM

Volunteer Job Descriptions

EVENT SHIFT TIME: SATURDAY, DECEMBER 8TH 5:00 PM – 10:00 PM*

*Please note that some positions have different dates and shift times, which are notated in the descriptions below.

If you sign up to volunteer at this event, there will be a mandatory training on Thursday, November 15th at 5:15 PM or on Saturday, November 17th at 10:00 AM. You may choose which training to attend.

JOB TITLE: DEC 3RD HANGAR 79 CLEAN-UP ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)

SUPPLIES: N/A

SHIFT TIME: 9:00 AM – 5:00 PM

RESPONSIBILITIES:

Ten volunteers to assist with deep cleaning of Hangar 79 and aircraft. Shift times for this position are different from time listed above (please see time to the left).

JOB TITLE: DEC 7TH EVENT PREPARATIONS ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)

SUPPLIES: N/A

SHIFT TIME: 5:00 PM – 10:00 PM

RESPONSIBILITIES:

Ten volunteers to assist with preparations of the Gala. Shift times are different from time listed above (please see time to the left).

- Help with set-up of stage
- Set out tables and chairs according to floor plan
- Cleaning of aircraft that will be on display
- Final cleaning of Hangar 79

JOB TITLE: EVENT SET-UP ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)

SUPPLIES: N/A

RESPONSIBILITIES:

SHIFT TIME: 9:00 AM – 2:00 PM

Ten volunteers to assist with set-up on 12/8. Shift times are different from time listed above (please see time to the left).

- Place linens on tables
- Assist florist with setting out centerpieces, according to floor plan
- Set out chargers, napkins, glassware, silverware, etc., according to mock table setting
- Set out guest favors and menu cards
- Assist caterer with any additional set-up

JOB TITLE: EVENT TAKE-DOWN ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)

SUPPLIES: N/A

SHIFT TIME: 10:00 PM – FINISH

RESPONSIBILITIES:

Ten volunteers to assist with take-down on 12/8. Shift times are different from time listed above (please see time to the left).

- Gather all rubbish and dispose
- Gather all linen and place in bags provided, place filled bags under catering prep table for pick-up
- Stack all chairs (PHAM Chairs = black chairs, Rental Chairs = white chairs)
- Breakdown all tables (PHAM Tables = 72" rounds and black rectangle tables, Rental Tables = all other tables)
- Sweep and mop floors

JOB TITLE: AIRCRAFT DOCENTS (F-111, CH-53, C-47, CH-46) (TOTAL VOLUNTEERS: 8 PER SHIFT)

SUPPLIES: One-pager information sheet

SHIFT TIME: 5:00 PM – 8:00 PM

RESPONSIBILITIES:

Two volunteers per aircraft to provide information to visitors and to assist with getting into and out of the aircraft. Please note this position is only open to trained docents. Shift times will be different for these

	volunteers than the time indicated above (please note the shift time to the left).
JOB TITLE: BID ASSISTANTS (TOTAL VOLUNTEERS: 15 PER SHIFT)	
<p>SUPPLIES:</p> <ul style="list-style-type: none"> • iPad (provided by the Museum) 	<p>RESPONSIBILITIES:</p> <p>Fifteen volunteers to assist guests with mobile bidding of auction items, centerpieces, and Raise the Paddle. These volunteers must be energetic and willing to approach guests.</p> <p>*Mandatory training for this position to be held on Thursday, 11/15 at 5:15 PM or on Saturday, 11/17 at 10:00 AM</p>
JOB TITLE: SILENT AUCTION SET-UP ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)	
<p>SUPPLIES: N/A</p> <p>SHIFT TIME: 3:00 PM – 8:00 PM</p>	<p>RESPONSIBILITIES:</p> <p>Volunteers will assist with set-up of the silent auction items and tables, and will help with silent auction after it opens (5:00 PM – 8:00PM). Shift times are different from those listed above (please note times to the left).</p> <ul style="list-style-type: none"> • Set-up auction items • Answer guest questions about items and/or bidding • Keep watch over auction items
JOB TITLE: SILENT AUCTION ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)	
<p>SUPPLIES: N/A</p>	<p>RESPONSIBILITIES:</p> <p>Volunteers will engage with guests and answer questions about auction items, as well as assist with closing of the auction and distribution of items.</p> <ul style="list-style-type: none"> • Answer guest questions about items and/or bidding • Keep watch over auction items

	<ul style="list-style-type: none"> Assist with silent auction closing and distribution of items to auction winners
JOB TITLE: PAN AM WELCOME HOSTS (TOTAL VOLUNTEERS: 10 PER SHIFT)	
<p>SUPPLIES:</p> <ul style="list-style-type: none"> Pan-Am Costume (provided by the Museum) Floor Plan 	<p>RESPONSIBILITIES:</p> <p>Volunteers will walk around and pass out candies to our guests. They should be familiar with the floor plan and event flow. Will also be able to answer general questions and assist guests as needed.</p>
JOB TITLE: GREETER/RUNNER ASSISTANTS (TOTAL VOLUNTEERS: 15 PER SHIFT)	
<p>SUPPLIES:</p> <ul style="list-style-type: none"> Floor Plan Event Timeline Auction Catalog 	<p>RESPONSIBILITIES:</p> <p>Volunteers will have a complete understanding of the event layout. They will be able to direct guests to the appropriate area if asked. Volunteers will greet guests and direct them to the correct line. They will escort guests as needed to their tables and will remind guests to take some time at our silent auction. Will assist with event takeaway distribution at the end of the event.</p>
JOB TITLE: LIVE AUCTION ASSISTANTS (TOTAL VOLUNTEERS: 10 PER SHIFT)	
<p>SUPPLIES:</p> <ul style="list-style-type: none"> Auction catalog Event timeline Live auction winner prize 	<p>RESPONSIBILITIES:</p> <p>Volunteers will be paired in teams of two. One volunteer will take signature page to live auction winners to collect his/her signature and one volunteer will deliver the winner's takeaway prize (a hat or scarf).</p>
JOB TITLE: FUND-A-NEED ASSISTANT (TOTAL VOLUNTEERS: 2 PER SHIFT)	
<p>SUPPLIES:</p> <ul style="list-style-type: none"> Fund-A-Need Catalog 	<p>RESPONSIBILITIES:</p>

Volunteers will be stationed at the Fund-A-Need propeller tree to assist guests with selecting items to sponsor. Guests will be directed to select items on the auction webpage, on their phone or a Museum iPad.

JOB TITLE: PARKING ASSISTANTS (TOTAL VOLUNTEERS: 5 PER SHIFT)

SUPPLIES:

- Vest
- Flashlight

RESPONSIBILITIES:

Volunteers will direct vehicles where to park, monitor parking and cars. Valet parking is available at the front of Hangar 79.

JOB TITLE: PHOTOGRAPHY ASSISTANTS (TOTAL VOLUNTEERS: 3 PER SHIFT)

SUPPLIES:

- Please bring your own camera

RESPONSIBILITIES:

Assist with taking of guest photos, assist photographers with taking of staged photos

- Assist at step-and-repeat photo area
- Photograph auction winners
- Photograph reception