

Van Abel's Volunteer Job Descriptions

8108 County Road D, Kaukauna, WI 54130

Dinner is held at Van Abel's of Hollandtown with 1,100+ participants, Guest of Honor and more. It's busy and fun - and your help will be greatly appreciated while you help direct attendees during the evening. Please be flexible.

ARRIVAL TIME:

Please see your individual Volunteer Assignment sheet for your specific arrival time. Check in with in the registration area when you arrive. Be sure to get a blue wristband if you don't already have one.

HINTS & TIPS:

- Wear your U.S. Venture Open Volunteer shirt to Van Abels. Beyond your shirt, there is no dress code. Please wear what is comfortable and presentable – without holes please.
- Wear comfortable shoes.
- **Dinner buffet will be provided to Van Abel's volunteers.**

DINNER ONLY REGISTRATION:

You will be the first people to greet **dinner only** attendees as they prepare for the exciting evening ahead, and we are counting on you to help create a welcoming, organized and fun environment.

SPECIAL INFORMATION:

- There will be a private VIP reception in a separate tent off of the main tent for select participants to meet our Guest of Honor.
- Wristband colors signify the guest's admittance into different places.
 - Red: Participant is permitted into the VIP tent.
 - Blue: Participant is attending dinner at Van Abels only. (NOT permitted in VIP tent)
- We do not sell tickets at the door for dinner or the VIP Event.

DUTIES:

Register attendees: You will be stationed at a table inside Van Abels. You will check in the **dinner only** attendees. Each attendee will receive a nametag (**magnetic nametag holder**), wristband, bidder paddle, and two drink tokens. Politely turn away anyone who is not confirmed to attend Van Abels and/or the VIP reception, and send them to U.S. Venture Open staff member if they object to this. Please encourage the attendees to wear their name tag and make sure they wear their wristband. ****Magnetic namestags cannot be worn if attendee has a pacemaker.**

- Supplies you will have:
- Checklist
 - Pen
 - Registration materials already assembled together
 - Supply of drink tokens for dinner only attendees
 - Attendee Lists

VIP REGISTRATION (SECURITY):

Regulate the door to the separate private reception tent with the Guest of Honor. Permitted individuals will have a RED wristband, AND their names will be on the checklist we provide you. You need to confirm with every attendee that their name is in fact on the list. If they have not already registered, send them to the Registration table to pick up their wristband and drink tokens before entering the VIP tent.

- Supplies you will have: Checklist & Pen

VIP PHOTO ASSISTANT:

You will be inside the VIP tent assisting Image Studios with the printing and assembly of the images from the photo line. Remind people that they should pick up their photos before they leave. Photographs will need to be placed in frames and arranged on the tables in the registration area for guests to claim at the conclusion of the event. Assist guests in finding their photos on the tables as they leave.

Gift Redemption:

Each golfer who did not receive their golfer gift at the Welcome Reception will receive one at Van Abels. Please find and highlight their name on the master list before giving them their gift.

- Supplies you will have:
- Golfer List
 - Pens
 - Gifts
 - Table with chairs

NORTH DOOR SECURITY:

You will be at the North entrances to the Main tent. Greet golfers as they arrive and ensure they have a wristband on. **IMPORTANT:** Attendees must have a wristband to enter through these doors.

If they don't have a wristband, they need to register inside Van Abels to receive their name tags, wristbands, drink tokens, and bidder numbers. They must go around the building (rather than through the tent) to registration inside Van Abels.

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- Bidder Numbers were given to golfers at golf course registration.
 - If they happen to lose their Bidder Paddle, there will be blanks available
 - Rewrite their bidder number on a blank bidder paddle, if needed

DINNER SEATING:

Your job is to greet people and help them find their assigned seats. When dinner is being served, politely ask people to leave the bar and take their seat. Continue to help guests find their seats.

All seating will be reserved.

- Supplies you will have:
- Clipboard with seating assignments
 - Large sign of seating chart
 - Pen

LIVE AUCTION SPOTTER:

Retrieve a flag and clipboard to use during the live auction. You will need to watch for winning bidders during the live auction.

- Supplies you will have:
- Pen
 - Clipboard with the Auction Items List
 - Flag to notify auctioneer someone in your section has bid

DUTIES:

1. You will be assigned to monitor a specific area under the tent.
2. When a bid is made in your area, wave your flag to signal this bid to the auction emcee if the emcee has not noticed it. Don't be shy.
3. When a bidder wins in your area, write down the bidder's number and the final amount of the item purchased. Write this information next to the item on your Auction Items List.
4. If possible, document any prices or bidders' numbers outside your area. This will help ensure we are catching everything. The auction can go very quickly.
5. A Gesture (auction) staff member will verify with winner as well.



JOB DESCRIPTIONS

CHECK OUT ASSISTANT:

You will help check out the winning bidders of silent and live auction winners. You will be paired with a Gesture (auction) worker to gather the winning items of each attendee after they have paid.

COLLECT MAGNETIC NAME TAG HOLDERS:

You will collect the magnetic name tag holders from attendees as they leave Van Abels by an exit door.

CLEAN UP:

Help load prizes and other items that must be returned to U.S. Venture. Anyone available at the end of the night should pitch in to clean up and load vehicles. This usually goes very quickly, especially if everyone pitches in.

AV TEARDOWN:

Assist AV staff (Life Promotions) with teardown and truck loading after event.

Thank you for taking the time to volunteer for our event. We're excited to have you.