



## Van Abel's Volunteer Descriptions

8108 County Road D, Kaukauna, WI 54130

Dinner is held at Van Abel's of Hollandtown with 1,200+ 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.

### **SAFETY:**

We are working with ThedaCare and the CDC in order to keep all attendees safe. **At this time**, we are planning on having rapid COVID testing available at the Welcome Reception & Thornberry & Wander Springs golf courses, and Van Abels **for admittance to the VIP & dinner program**. To avoid onsite testing, you can show PCR test (available at local pharmacies) results sheet if dated by Sunday, August 8 OR if you show proof of vaccination. We also ask if you are experiencing symptoms that you refrain attending in-person. More details will be forthcoming.

### **ARRIVAL TIME:**

Please see your individual Volunteer Assignment sheet for your specific arrival time. Check in in the registration area inside Van Abels when you arrive. All volunteers will need a blue wristband to enter following safety protocol.

### **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. The buffet will be available beginning at 6:30 in the Alley Room.**

### **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)
  - More wristband details will be forthcoming.
- 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, 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 nametags cannot be worn if attendee has a pacemaker.**

Supplies you will have:

- Attendee Lists
- Pen
- Scissors
- Supply of drink tokens for dinner only attendees

#### PHOTO ASSISTANT:

Photographs from the VIP event 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 attendee who did not receive a gift at the Welcome Reception will receive one at Van Abels. Assist guests with gift redemption and ordering.

#### 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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- We do not sell tickets at the door for dinner or the VIP Event.
- Wristband information is forthcoming.



- 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:
- Attendee Lists with Table Number
  - 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. Please record the winning bid amount and their bidder number. A GiveSmart (auction) staff member will verify with the winner as well.

- Supplies you will have:
- Pen
  - Clipboard with the Auction Items List
  - Flag

#### **CHECK OUT ASSISTANT:**

You will help check out the winning bidders of silent and live auction winners. You will be paired with a GiveSmart (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.

**Thank you for taking the time to volunteer. You are very important to the success of the event. We're excited to have you.**