



## Van Abel's Volunteer Descriptions

8108 County Trunk Hwy D, Kaukauna, WI 54130

Dinner is held at Van Abel's of Hollandtown with 1,300+ 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.

### **ARRIVAL TIME:**

We will provide your individual Volunteer Assignment sheet for your specific arrival time and details on check in for volunteer registration. All volunteers will need a blue wristband to enter.

### **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, including shoes, and presentable – without holes.
- **Dinner buffet will be provided to ALL 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.
  - **Blue** = Participant is attending dinner at Van Abels only.
  - **Red** = Participant is permitted into the VIP tent.
  - No wristband signals they are not permitted to:
    - Access Van Abels = **Blue or Red**
    - Access the VIP reception = **Red**
- We do not sell tickets at the door for dinner or the VIP Event.

### **REGISTRATION:**

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 send anyone who is not confirmed to attend Van Abels and/or the VIP reception to U.S. Venture Open staff member. Please encourage the attendees to wear their name tag and make sure they wear their wristbands. **\*\*Magnetic nametags cannot be worn if attendee has a pacemaker.**



Supplies you will have: - Attendee List, Pen, Scissors, Supply of drink tokens for dinner only attendees, Blank adhesive nametags & sharpie for guests with pacemaker

#### **VIP GIFTS & DISTRIBUTE:**

Photographs from the VIP event will need to be placed in frames and arranged on the tables in the dinner only registration area inside Van Abels for VIP guests to claim at the conclusion of the event. Assist guests in finding their photos on the tables as they leave. You will also display the VIP gifts that will be picked up at the end of the night.

#### **GIVSMART:**

You will work with the GiveSmart lead Salena. You will be trained on how to use GiveSmart software on your cell phone. You will help assist guests to get into the system. When a guest tells you the auction package they are claiming, you will help them identify the correct number and possibly take payment before they move forward to claim item(s).

#### **NORTH DOOR SECURITY:**

You will be at the North entrances to the Main tent. Greet golfers as they arrive and ensure they have a blue or red wristband on. **IMPORTANT:** Attendees must have a blue or red wristband to enter. If attendees do not have a wristband, please direct them inside Van Abels to Dinner Only Registration. Do not allow volunteers to enter, they need to report to the volunteer check-in.

#### **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.
- We do not sell tickets at the door for dinner or the VIP Event.
- 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.

#### **VIP PERIMETER SECURITY:**

You will be stationed outside of the VIP tent to ensure we don't have lines of attendees attempting to gather.

#### **GIFT REDEMPTION:**

Help attendees with their gift selection. This year, that will be outside after the event.



#### **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. The bar is temporarily closed at 5:10 p.m. 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. When bidders raise their bid number, raise your flag. Please record the winning bid amount and their bidder number. GiveSmart staff will verify with the winner as well. Please be ready by 5:55 to begin around 6:05.

Supplies you will have:                      - Flag, pen, clipboard with the Auction Items List

#### **DISTRIBUTE COURSE GAME PRIZES:**

You will distribute course game prizes posted in Northeast corner of main tent to the winners. Winners are sent in from courses and will be on the boards with you and the prizes.

#### **AUCTION CHECK OUT & CLEAN UP:**

You will help check out the winning bidders of silent and live auction winners. You will be paired with a GiveSmart (auction) volunteer to gather the winning items of each attendee after they have paid. Located where VIP was, connected on South end of main tent.

#### **COLLECT MAGNETIC NAME TAG HOLDERS:**

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

#### **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 help 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.**