

Registration	Arrive at 5:30 pm 6 volunteers/ Finance Department
	Two check in locations One top of escalator One by the elevator
Raffle Tickets	Arrive 5:30 pm 4 volunteers
	Working in pairs, sell raffle tickets for the drawing to take place at Will work with a square.
Table Seaters	Arrive at 5:30 pm 4 volunteers
	Show guests to assigned seats or tables. You will have a map and guest list.
Giving Appeal Card Collectors	8 volunteers
	After the "giving appeal", you will go around and pick up the completed donation cards and take to registration. Each person who completes the form gets a new Easterseals orange bracelet
Easter Seals Models Assistants	Arrive at 5:00 pm 2 volunteers
	Assist Easter Seals Models before the show. Ensure they have had some food, had their hair and make-up done, know where their outfit is, make sure they are in the line-up and ready to when it is their turn. Help them on and off the stage.
Model Assistants	Arrive 5:00 pm 2 volunteers
	Stay in the room with the children who will be modeling. Ensure they are ready and do not stain their clothes. Make sure they are ready for their turn on stage
Live Auction	Arrive 5:30 pm 6 volunteers
	Encourage guest to bid, catch auctioneers attend when someone bids. You can be noisy!
Auction Tables/Bid Sheet Pullers	Arrive at 5:30 pm 8 volunteers
	You will have assigned tables. Verify bids are at minimum increments. Answer questions. If an item reaches the "Buy it Now" price, circle winning bid, pull white & yellow copies, leave pink on the table. At the end of auction, circle final bid, pull white & yellow copies, Breda will pick them up. Stay at tables until all items are removed. The auction will close at the end of the event.
Check Out Table	
	Check out auction items and collect donation cards.
Volunteer Table	Arrive 5:30 pm
	Ask them to sign in. Give them their badges and let volunteers know their assignment. Assist in any way. Check that they are all right. Give job descriptions cards.