

Gala Volunteer Job Descriptions –2024 Gala

| Team | Time Required | Job Description |
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| Gala Volunteer Coordinators (4) | 9:30am to 11:00pm | <ol style="list-style-type: none"> 1. Formulate gala teams gala JD, gala rundown update 2. Update vol. list, AODA list, and short-term vol. form list 3. Schedule vol. attire change time and lunch/dinner time 4. Assist team leaders with emails/calls to volunteers and 5. Inform all volunteers with general updates including attire code and send AODA/short term vol. Form 6. Prepare and host vol. orientation/training day 7. Assist Operation with the meal voucher and VIP/sponsor guest seating list 8. Communicate to Hotel on behalf of HF gala when needed 9. Get parking pass for gala volunteers from Hotel 10. Prepare program run down and provide final version of run down to committee 11. Prepare MCs scripts and brief MCs a few days prior to event 12. Greet and brief MCs on any last-minute changes 13. Check in volunteers 14. Dispatch volunteers to area that needed 15. Remind volunteers lunch and dinner time according to time assigned on name tag 16. <p>Provide & collect AODA and volunteer forms for those who have not already completed</p> <ol style="list-style-type: none"> 17. Assist check out volunteers and high school volunteer hour form 18. Assist on after gala sale on leftover silent auction items |
| Silent Auction and Moving Team (30) | <p>*Silent Auction moving/ set up (9:30am-1:00pm)</p> <p>*Silent Auction Sale (6:00-11:00pm)</p> | <p>Silent Auction moving and set up: 9:30 am-1:00 pm</p> <ol style="list-style-type: none"> 1. Move Gala items from HF Markham office to Hilton 2. Move tables and chairs to set up the silent auction area 3. Set up gifts on auction tables, clipboard, bidding sheet and cash out sheet 4. Match gifts with clipboard set on table 5. Set up according to silent auction's catalogue <p>Silent Auction Sale: 6:00pm to 12:00pm</p> <ol style="list-style-type: none"> 6. Check all items are with the Bid Clip-Board on the table 7. Learn/Study the auction items from the box for questioning by guests 8. Monitor every single bid amount is under the bid regulation, cross the fault bid row if found 9. Don't allow the guest to hold the bid board around the closing period 10. Write a big 'X' below the last bid row if the auction is closed signal/bell ring by staff at 10:30pm (TBC) 11. Select items for \$10, \$20 or \$30 - by COD (Cash on delivery) 12. No hold items by guest if WITHOUT payment 13. Allow to keep the PAID items in the booth area only for the HUGE items (Dried flower/ vases /painting etc.) 14. Encourage the guests to take away of all paid items, make sure the money they put inside the transparent Box 15. Check the PAID slip and pack the bid items to guests 16. Pack and collect all items that are unbid to the conference room, check with that booth volunteers to make sure all items are not missing even it comes with the gift box 17. Pack all stuff, move back to Markham office (ie. pens/bid boards/transparent shelves/markers/tapes/ baskets/ stationery etc.) 18. Clean up closing procedure - Make sure no left items are under all booth tables |
| Decoration Team (10) | 1:00pm to 5:00pm | <ol style="list-style-type: none"> 1. Decorate and prepare centerpieces and foyer as guided by Decoration Team Leader 2. Set up the table off the stage for plaque and door prizes 3. Set up Hong Fook backdrop banner in the foyer, one standup banner at reception, one standup banner on stage. 4. set up 2 Drums: one is at reception desk for door prize stubs. The other one for at finance table for raffle tickets stubs. 5. Place program book, loot bags (if available) on guest seats, place silent auction list sheet, table prizes, drawing envelope, general donation envelopes at dining tables |

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| Production & Operation (20) | 3:00pm to 11:00pm | <ol style="list-style-type: none"> 1. Line up speakers/performers/sponsors' plaques and have door prizes ready at the table off stage ahead. 2. Post the table floor plan at the hall entrance of both sides for late comers as the reception is closed 3. Greet and direct performers to performers room, dinner room and other facilities at the events. 4. Facilitate the performance rehearsal. 5. Check with AV System regarding the number of mics, stand & tools, and all music CDs are in order (O Canada song & HF slide show etc) according to the run-down program. 6. Test the volume of Sound system and Lighting are working, particularly the area of tables around the speakers 7. Help patrons find their table and seats 8. Remind them to take their seat when the program starts (should be MCs announcement 5 minutes before program starts) 9. Assist in gala evening program 10. Communicate with MCs that if the programs are too fast/ slow (time control) 11. Oversee activities and problem solving 12. Assist in lining up and directing performers to stand by the designated spot before the performance begins. 13. Line up sponsors for plaque presentation 14. Stage side assistant, take raffle ticket drum and door prize drum up and down the stage. 15. Distribute door prize to guest winners off the stage. 16. Write the raffle winning sequence (eg. 1st prize winner, etc) on the back of the winning stub 17. Collect raffle ticket stubs from drum and the winning stubs from the MCs and forwarded to Sunny Wang. 18. Guide Gala Chairs to each table for their thank you and group photos 19. Co-ordinate with photographer(s) for their assigned role 20. Ushers explain to guests at each table what the envelopes are for. 21. Sell raffle tickets in the foyer and in the dining area and return \$ and tickets back to Finance Team Leader 22. Direct guest where all the housekeeping areas i.e.: washrooms, emergency exits 23. Help move all HF materials (program books, banners, backdrop, etc. back into conference rooms 24. Help the guests to load/move their bulk/huge bid items to their vehicles if requested |
| Meal Crew Team (8) | 4:00pm to 8:00pm | <ol style="list-style-type: none"> 1. Pick up dinner at 4:30pm from the restaurant for stage crew/volunteers/performers **Use cargo elevator 2. Ensure food flow and beverages when they arrive. 3. Keep food area clean and tidy 4. Set up food with displayed food item signs in conference room 5. Ensure all the food and drinks equally distributes between the 2 shifts (5pm & 5:45pm) 6. Clean up using black garbage bags |
| Reception Team (10) | 4:30pm to 8:00pm | <ol style="list-style-type: none"> 1. Check tickets, inform guests of table number, write table number on back of ticket, check mark on registration sheet to indicate attendance. 2. Remind guests to complete tax receipt portion, and drop into a tax receipt box after completion. 3. Guests – pick up tickets or pay for tickets at reception – refer to volunteer responsible for ticket pick up and payment 4. If there is door prize – collect ticket draw portion – put into door prize draw drum. 5. Direct guest to silent auction area before entering to hall 6. Answer any questions that guests may have 7. Help move guests into the gala hall once doors open 8. Keep the receptionist table to guide late comers 9. Wrap up all materials, return all registration forms to the team leader, bring back HF stand up poster and other materials to Volunteer room. |
| Finance (10) | 4:30pm to 11:00pm | <ol style="list-style-type: none"> 1. Process all payments made by credit card / cheque / cash 2. Reconcile all on-site raffle sales \$ and put stubs into drum for raffle draws 3. Process all silent auction purchase transactions in credit cards / cheque / cash 4. Give paid receipts to guests to pick up purchased items 5. Direct purchasers to Finance TL to pick up the real gift certificates 6. Collect \$ from the cash sales table and Self-Help table 7. Process any on-site donation transactions (if any) 8. Forward all \$ to Finance Team Leader |

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| Photograph (5) | 4:30pm to 11:00pm | <ol style="list-style-type: none">1. Take pictures based on the photo op list2. Provide a few photos right on spot for immediate press release3. Send rest of the photos within two days after the event |
| HF social media table (2) | 4:30 pm - 11:00 pm | <ol style="list-style-type: none">1. HF Newsletter sign up.2. HF Brochures display.3. Facebook Promotion4. upcoming event signing up |