**The Movers & Shakers Gala**

Website volunteer information 2016

## Volunteer for the 2016 Movers and Shakers Gala

Dancing Is Back!

Join us at Lakeland College for another unforgettable evening of dancing and community fundraising on

May 14, 2016.

For the ninth consecutive year, local celebrity dancers will pair up with highly skilled professionals and perform traditional and modern dances including the Two-Step, Jive, West Coast Swing, and a whole lot of other fancy moves!

Below is a summary of the volunteer opportunities available. We would prefer volunteers sign-up on line at [moversandshakersgala.org](http://moversandshakersgala.org/). If you are unable to do so or you have questions, please contact Gala coordinator Kym Leibham at leibhamk@lakeland.edu or at 565-1023 x 2155.

Thank you!

Kym

**Volunteer Opportunities**

**Load-in and Load-out**

Tasks

* Be able to unload and move heavy audio/video equipment, move trusses and lights, etc.
* Hang lights from truss.
* Dress in closed-toe shoes, jeans, or cloths that can get dirty. Bring work gloves if you have them.

Time Commitment

Monday, May 9

-        Shift 1 from 9 a.m. – Noon (4 volunteers)

-        Shift 2 from 1 p.m. – 5 p.m. (4 volunteers)

Thursday, May 12

-        Shift 1 from 9 a.m. – Noon (4 volunteers)

-        Shift 2 from 1 p.m. – 5 p.m. (4 volunteers)

Friday, May 13

-        Shift 1 from 9 a.m. – Noon (2 volunteers)

Sunday, May 15

-        Shift 1 from 9 a.m. – Noon (5 volunteers)

- Shift 2 from 1 p.m. – 5 p.m. (5 volunteers)

**Production and Stage Management**

Tasks

* Help the production company get dancer props on and off stage.
* Pre-show lighting set-up, etc.
* Attire for Saturday is black pants and a black collar shirt and dark, comfortable shoes.

Friday, May 13 AND Saturday, May 14

(Must be able to work both dates as one date is the dress rehearsal and the other is the event night)

-       Friday, May 13 - 1 p.m. – 6:30 p.m. (2 volunteers)

-       Saturday, May 13 - 7 p.m. – 10:30 p.m. (same 2 volunteers)

**Food Service**

**Volunteers can be high school or college students as well as any interested adult.**

**Tasks Shift 1**

* **Set all the dining tables with linens, place settings, etc.**

**Tasks Shift 2**

* **Assist in setting guests’ tablesprior to event.**
* **Assist the professional food service staff in serving and clearing each course from guests’ tables.**
* **Serve water and coffee at guests’ tables.**
* **Take guests’ orders for bottles of wine.**

**Tasks Shift 3**

* **Clean-up all dishware and re-pack for rental company.**
* **Remove all linens from tables.**
* **Back of the house cleaning.**

**Time Commitment**

**Friday, May 13, 2016**

* **Shift 1 9 a.m. – 11:30 a.m. (12 volunteers)**

**Saturday, May 14, 2016**

* **Shift 2 4 p.m. arrival – 10 p.m. conclusion. (36 volunteers)**
* **Shift 3 10:30 p.m. arrival – 1:30 a.m. conclusion. (15 volunteers)**

**Attire**

* **White top, Black pants or skirt and comfortable dark shoes.**

**I am a returning food service volunteer** (please circle one) Yes No

Bartenders

**14 total volunteers**

**Tasks**

* **Prepare reception and ballroom bar.**
* **Serve drinks and work with Lakeland staff on drink payment.**
* **Work with bar runners to keep area stocked and cleaned.**
* **Break down reception and ballroom bar at the end of the evening.**

**Time Commitment**

**Saturday, May 14, 2016**

* **Shift 1 4:30 p.m. – 8:30 p.m. (7 volunteers)**

**- Shift 2 8:30 p.m. – 12:30 a.m. (7 volunteers)**

***\*Note you are welcome to sign up for both shifts if you would like to work the entire evening.***

**Attire**

* **White top, Black pants or skirt and comfortable dark shoes**

**I am a returning bartender volunteer** (please circle one) Yes No

Shift 1 volunteers, you are welcome to stay and be part of the rest of the evening as a guest of the college (please circle if you plan to stay) Yes No

Bar Runners

**5 volunteers**

**Tasks**

* **Keep the bars stocked and cleaned**
* **Keep both the reception and the ballroom bars supplied with beverages and ice, some lifting involved.**
* **Remove all garbage and used beverage bottles from bar area to garbage area.**

**Time Commitment**

**Saturday, May 16, 2015**

* **Shift 1 4:30 p.m. – 8:30 p.m. (2 volunteers)**

**- Shift 2 8:30 p.m. – 12:30 a.m. (2 volunteers)**

***\*Note you are welcome to sign up for both shifts if you would like to work the entire evening.***

**Attire**

* **White top, Black pants or skirt and comfortable dark shoes**

**I am a returning bar runner volunteer** (please circle one) Yes No

Shift 1 bartenders are invited to stay and enjoy the rest of the Gala evening. However, volunteers must pre-register if planning to stay for the evening and the ballroom dinner is not included. This invitation is extended to volunteers only. (please circle one) Yes No

Registration & Welcome

**10 volunteers**

**Tasks**

* Greet guests upon arrival and give guests a program book
* Encourage guests to participate in advance checkout

**Time Commitment**

**Saturday, May 14, 2016**

**5:00 p.m. – 7:15 p.m.**

**Attire**

* **Evening wear**

**I am a returning registration volunteer** (please circle one) Yes No

Registration volunteers are invited to stay and enjoy the rest of the Gala evening. However, volunteers must pre-register if planning to stay for the evening and the ballroom dinner is not included. This invitation is extended to volunteers only. (please circle one) Yes No

Coat Check

**2 volunteers**

**Tasks**

* Take guest coats upon arrival and return coats upon guests’ departure.

**Time Commitment**

**Saturday, May 14, 2016**

**5:00 p.m. – Midnight (or when last coat has been picked-up)**

**Attire**

* **Evening wear and comfortable shoes.**

**I am a returning coat check volunteer** (please circle one) Yes No

Sales Team

**11 volunteers**

**Tasks**

* **Each sales team member needs to bring an iPad or similar device to help guests place auction bids, votes and sell raffle tickets. This year, we have an automated system which runs through an online portal. If you do not have one or cannot borrow one, we will do your best to get you one to use.**
* **Guests will pre-register a credit card to vote, raffle and auction purchases will be pre-paid. Sales team will assist in placing purchases for guests on the guests' phone or via electronic device.**
* **Mingle throughout your assigned tables selling votes or raffle tickets.**
* **Collect the raffle tickets during the course of the evening. The final call for all vote sales will be 5 minutes after the final dancer and this will be announced by the emcee. We plan for that to occur around 9:45 p.m.**
* **Raffle tickets and Votes are both $20 each.**
* **Ideally we would like the sales team to work in teams: during the reception, one person will tray pass wine while the other individual sells raffle tickets.**

**Time Commitment**

**Saturday, May 14**

**5:00 p.m. - 10:30 p.m.**

***Please note, an individualized training will occur prior to the event to walk through the selling process.***

**Attire**

* **Evening wear and comfortable shoes (please refrain from high heels)**

**I am a returning sales team volunteer** (please circle one) Yes No

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I am over 21 (please circle one) Yes No