



Tuxes & Tails Volunteer Opportunities:

Pre-Event

AUCTION DISPLAYS:

Help assemble auction items into their assigned packages the week of Tuxes. This organizational group will help to box up and label packages so the day of the event it is clear what items go where.

AUCTION ITEM DONATION PICK-UP:

This committee is responsible for picking up auction and display items that cannot be delivered by donors or solicitors, as well as helping to return any display items following the event. Committee members need reliable transportation (preferably large vehicles, although not a necessity). This committee works now through the day of the auction.

Event

AUCTION DISPLAY:

This committee is responsible for setting up the auction displays for all live and silent auction items/packages per the catalog order. You'll follow the lead of a SH staff person to ensure all items are accounted for on the tables, and that items are in order and properly displayed. (day of the event, 11 a.m. - 1 p.m. or when completed)

AFTER PARTY CLEAN-UP Option 1:

This committee is responsible for sorting display items, helping to take down decorations, clean up after the event, and moving display items back to a secure room at the hotel. Clean up begins around 9:00 p.m. until approximately 12:00 a.m. the night of the event. This is a great opportunity for a group.

AFTER PARTY CLEAN-UP Option 2 *** (High Priority) *******

Sunday morning after the event, helping to load items from the hotel into a Seattle Humane vehicle to be taken back to the shelter following the event. **(Sunday, May 8 – approx. 12-1:30 p.m.)**

MOVERS Option 1:

Friday May 6- Item pickup and move-in: This committee is moving and organizing auction items into vehicles to go down to the Hyatt Hotel and moving items onto the venue floor. Must be able to lift 25 lbs. **(Friday, May 6th – 11 a.m -2 p.m.)**

MOVERS Option 2:

Saturday May 7 - Item pickup and move-in: This committee is moving and organizing auction items into vehicles to go down to the Hyatt Hotel and moving items onto the venue floor. Must be able to lift 25 lbs. **(Saturday, May 7 – 9 -11:00 a.m.)**

LIVE AUCTION SPOTTERS :

You are responsible for making sure the live auction runs smoothly and efficiently for the guests. Help answer guest questions about auction, flag auctioneer when someone is bidding, etc. (6-10:00 p.m.)

LIVE AUCTION RUNNERS:

You will take winning bidder numbers and bid amounts to the check-out booth. This will ensure items get charged to proper guests. (6 - 10:30 p.m.)

SILENT AUCTION FLOOR CREW:

This committee is responsible for monitoring auction and display items before, during, and after the event. Committee members will be working with your committee chair monitoring ballroom doors and ensuring that the silent auction items are secure. This committee is also responsible for working with closing bid sections, providing winning bid information to cashiers, and distributing bid sheets to winners. This committee is also responsible for packing up items and cleaning up as the silent auction ends. (4:30 - 10:30 p.m.)

SET UP - **Shift 1:** This team is responsible for decorations and set up. (9:00 a.m. - 12:00 p.m.)

SET UP - **Shift 2:** This team is responsible for decorations and set up. (12 - 4 p.m.)

RAFFLE TICKET SALES:

This committee is responsible for selling raffle tickets during the event and tracking ticket sales. The raffle committee sells tickets at the event and works until 7 p.m. (4:30 - 7 p.m.)

REGISTRATION / COAT CHECK:

This committee is responsible for registering guests on the night of the event, filing paperwork during the auction, and helping guests check their coats. (4 - 7:30 p.m.)

CLOSE OUT / COAT CHECK:

This committee is responsible for assisting guests the night of the event after the auction is over to help with item pick-up, taking payments, and acting as runners to grab silent auction items from the tables for guests and helping guests check their coats. (7 - 10:30 p.m.)

TABLING VOLUNTEERS:

Volunteers needed to staff various tables during the silent auction, such as Wine Pull. (4:30 - 7p.m.)

VOLUNTEER ROOM CHECK-IN (3 shifts):

Welcome volunteers and direct them to their assignments.
8 a.m. – 12:30 p.m. | 12:30 – 4 p.m. | 4 – 10 p.m.

VOLUNTEER ROOM CATERING ASSISTANT:

Serve volunteer meals and assist with light cleaning. (5-9 p.m.)

ANIMAL TRANSPORT:

Provide animal transport the day of Tuxes. Will help with the loading and help with dog and cat movement. Should have some experience with handling dogs and cats. Must have a good driving record and be comfortable driving a box van. Must stay at Tuxes until it is over (10-11 p.m.) and then drive the box van back to the shelter and help load dogs back into kennels.