



Ele's Place – 2nd Annual Derby Day Soiree Saturday, May 4, 2019– The Historic Earhart Manor at Concordia University

Join the Derby Day Soiree event committee and volunteer for one of the day of volunteer opportunities listed below in order to ensure a successful event on Saturday, May 4, 2019. All volunteer opportunities are 3 hours in length and require a one-hour training the week of April 22, 2019. **Volunteers must be 16 years of age or older and have a smart phone or iPad/Tablet they can use during their volunteer shift.**

- **Set-Up:** 8 Volunteers (11:00 am – 3:00 pm)
 - Help with event set-up
 - *No smart phone/iPad/Tablet necessary*
 - *No Training necessary*
- **Sponsors/VIP Guest Experience Check-In:** 6 Volunteers (3:30 – 5:30 pm)
 - **Duties:** Greet and check in Sponsors/VIP Guests as they arrive. Verify they are registered on click-bid in order to participate in event happenings throughout the evening. Handout nametags.
- **Registration/Check-In:** 8 Volunteers. (4:30 – 6:30 pm)
 - **Duties:** Greet Guests and check them in as they arrive. Verify they are registered on click-bid in order to participate in event happenings throughout the evening. Handout name tags
- **Silent Auction Butlers:** 6 Volunteers. (3:30 - 6:45 pm)
 - **Duties:** Encourage guests to bid on auction items, serve as a butler auctioneer and help guests bid on items if they are not register via click-bid. Answer questions about auction items/packages
- **Bourbon Tasting Host/Hostess:** 3 Volunteers. (4:30 – 8:15 pm)
 - **Duties;** Oversee the three Bourbon Tastings, text participants' 30/15/5 minutes before tasting. Check guests in and show them to their seats
 - *Must be 21 years or older*
- **Win/Place/Show Wager Game:** 2 Volunteers (3:30 – 6:45 pm)
 - Handout/collect mock wagering programs. Encourage guests to entered the Derby mock-wagering drawing to win prizes for "Win, Show & Place"
 - *No smart phone/iPad/Tablet necessary*
- **Horseshoe Bling Sales:** 4 Volunteers (4:30 – 7:00 PM)
 - Sell Horseshoe Bling buttons to guests
- **Champagne Raffle:** 2 Volunteers (3:30 – 6:45 pm)
 - Sell raffle tickets for the Champagne Raffle
 - *Must be 21 years or older*
- **Wine Toss:** 6 Volunteers (3:30 – 9:30 pm)
 - Sell wine toss tickets and oversee wine toss
 - *Must be 21 years or older.*
- **Checkout:** 8 Volunteers. (6:30 - 10:30 pm)
 - Work with auction committee to breakdown silent auction and prepare for guest checkout. Check out guests via click-bid as they leave and insure they have collected their auction items/wine/prizes

- **Savory Table/Valet Check-Out:** 4 Volunteers (8:00 – 10:30 pm)
 - Oversee savory table, replenish as necessary, verify water and derby cookies are in each guests car as they leave event.
 - *No smart phone/iPad/Tablet necessary*

- **Breakdown/Clean-up:** 8 Volunteers (10:00 – 11:30 PM)
 - Breakdown of event
 - *No smart phone/iPad/Tablet necessary*
 - *No training necessary*

- **Volunteer Floater:** 4 Volunteers (3:30 – 9:30 PM)
 - Fill in for volunteers at stations when they need a break. Work with logistic team and take care of miscellaneous guest relations' circumstances if/when necessary.

For more information or to volunteer contact Stacey Bodner at sbodner@elesplace.org or 734.929.6640 ext. 109