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Thank you for your interest in volunteering for No Tie R Saturday, 0 D \

Review the Volunteer Job List RQ WKH IROORZLQJ SDJH ILOO RXW V  
VRRQ DV SIRDV HIEKOPD WVKLQ#DL CoMf&D Q12-D4V-8R4U. You  
will be contacted to confirm your volunteer activity.

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# VOLUNTEER JOB LIST

2023

**Location:** Frontiers of Flight Museum | 6911 Lemmon Avenue, Dallas, TX 75235

**Time:** May 20, 2023 | **Event:** 7PM to 11PM | **Tear-Down:** 11PM to 12AM

**\*Most assignments will require you to arrive between 5PM and 6PM\***

1. Greeters: Greet and direct guests, write down information
2. Volunteer Registration: Sign in volunteers, provide assignments, hand out T-Shirts
3. Check In/Check Out: Check in guests with tickets and sell tickets as needed, check out all items sold
4. Door Ushers: Direct incoming guests into venue, check for official event wrist band as guests come in and out (smoke breaks, etc.)
5. Auction Spotter: Monitor Auction Items, assist guests with their bidding on their phones—should be able to maneuver through smart phones efficiently
6. Auction Runners: Deliver bid sheets to check out area, assist spotter during as needed, help close out auction
7. Hospitality Station: Monitor snacks and drinks for volunteers, keep kitchen area organized and clean, assist Dessert
8. Dessert Table Assistants: Staff dessert tables and serve guests with a smile, stock dessert tables with plates, forks
9. Bartenders and Bar Backs – TABC License required.
10. Security – Wear Security Shirts Official DPO will be onsite
11. Clean up and tear down - Clean up and box items that remain.

