

Fern Creek/Highview United Ministries
*** GALA VOLUNTEER OPPORTUNITIES ***

Always 2nd Saturday in May at St. Gabriel Gym

**Starting in January help solicit gifts-gift cards, baskets, auction items,
mystery bags, and sell tickets!**

DAY OF EVENT-----

MORNING: specific times to be determined

- _____ Set up tables and chairs
- _____ Transport auction items from storage to event site
- _____ Set up silent auction items and bid sheets
- _____ Set up live auction area
- _____ Decorate tables
- _____ Decorate overall site
- _____ Display banners and signs
- _____ Arrange serving tables
- _____ Set up Registration area, Mystery Bag area, Penny Purchase Station
and Cashier rooms

AFTERNOON: specific times to be determined

- _____ Inflate balloons and arrange
- _____ Arrange dining serving area
- _____ Wrap plasticware and set tables
- _____ Designate any reserved areas
- _____ Assist caterer
- _____ Set up sound system and computer system

EVENT TIME:

- _____ Staff ticket taking, registration, and seating of guests
- _____ Staff Mystery Bag and Penny Purchase
- _____ Silent auction monitors (at least one per table)
- _____ Live auction spotters
- _____ Caterer assistance; food placement, serving, salads, desserts, drinks, main course
- _____ Trash management

End of event:

- _____ Cashing out; Cash and Credit rooms, monitoring item pick up
- _____ Clean up; Clear dining tables, take down tables & chairs, take down
all decorations, load any unsold items and return to storage, trash removal, floor
sweeping, caterer take down

Your name

Home phone

Cell phone

Our success depends a lot on our volunteers. Please be generous with your time. We have
probably forgotten something so we need everyone to embody the spirit of

“Blessed are the flexible, they shall not get bent out of shape”.

Please fax (762-9609) or mail (9300 Beulah Church Rd., Louisville KY 40291) this form ASAP.

If you think of something please call Ron, ASAP, 762-9608 or e-mail: execdir@fchum.org.

“THANK YOU”