



## 2025 Volunteer Roles & Descriptions

Friday, March 7, 2025

502 East Event Centre

**Training: Thursday, March 6, 2025, 7pm**

### **Raffle Ticket Seller (5:30- 8:00 pm)**

Will use iPad to collect cash or debit card sales for raffle tickets, instructing guests how to choose which raffle item(s) they would like to use their tickets for. Sales will take place throughout the venue and may require mingling with guests. A valid driver's license, and no record of felony is required for this role per the Indiana Gaming Commission.

### **Raffle Ticket Collector (6:00- 8:30 pm)**

Guests will exchange raffle vouchers to select items which they wish to win. This role is stationed by raffle items at all times, also inviting guests to view the items.

### **General (5:00- 8:00 pm or 8:00- 11:00 pm)**

General volunteers will help with the following tasks, which will be assigned during the volunteer orientation on Thursday, March 2nd. All general volunteers will be trained in each area to help if additional support is needed.

- Check-In: Volunteers will scan guest QR codes using CEF iPads and will provide appropriate wrist-bands and direction based on their ticket type. Volunteers should be comfortable with fast pace and friendly greetings.
- Greeters: Greeters will be stationed throughout the event to guide VIP guests, direct reserved table guests and general admission guests. Other responsibilities include directing guests to coat check, auction registration, restrooms, and entertainment options, as well as answering general questions.
- General Event Support: Supporting vendors, guiding guests, and working with committee members as needed. Will require flexibility to jump in where needed - may include distributing trays, helping with auction, or managing photo booth lines.
- Clean Up: Responsibilities will include taking down signs & easels, removing centerpieces, and packaging remaining auction items in predetermined locations and containers, as well as loading cars for return to the CEF office.