



## THE GIFT

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OVERLAKE HOSPITAL AUXILIARIES' BANDAGE BALL 2012

### VOLUNTEER OPPORTUNITIES

#### EVENT CHAIRS: **Kay Bowman & Kalinka Carnow**

- Commit to a leadership gift that can be announced at Bandage Ball.
- Assist in developing and soliciting corporate sponsorships.
- Strengthen audience development ensuring individuals with significant giving capacity attend the event.
- Assist with procuring high-end items and/or unique experiences for the 5 – 7 LIVE auction items.
- Generate event theme ideas and décor.
- Chair monthly committee meetings.
- Check with individual committees to make sure they are progressing towards goal, on budget and assist when possible.
- Attend Auxiliary Board meetings to report on Bandage Ball.
- Attend Bandage Ball and the VIP events to welcome guests.
- Be present to celebrate the success of Bandage Ball at a post event function.

#### SPONSORSHIP DEVELOPMENT

Working with the Director of the Auxiliaries, this committee will:

- Identify and solicit event sponsors
- Work with staff to follow up solicitations with personal contacts
- Act as host to sponsors during the event by welcoming them and introducing them to key hospital and community leadership
- Assist with the development of a year-round sponsor stewardship program

## PROCUREMENT

The Procurement Committee has the responsibility to determine and acquire 7 LIVE auction items and items for the Eat, Drink & Be Merry Silent Auction.

- Determine 10 unique, priority items to solicit for the Live Auction
- Solicit Eat - restaurant gift certificates valued at \$75 or more, Drink - wine or specialty liquors valued at \$75 or more and/or Be Merry - unique experiences.
- Assign solicitors and timeline for solicitation and follow up

## AUDIENCE DEVELOPMENT

Working closely with the Director of the Auxiliaries, the Audience Development Committee will develop a strategy for filling the room with donors committed to Overlake.

- Reach out to sponsors to insure their tables are filled
- Contact previous years table captains and encourage participation
- Develop a strategy to invite new guests
- Define and execute potential Table Captain event

## MAILINGS

Mailings may include Save the Date cards (October 12), Event Invitations (February 1) & Catalog (March 15).

## EVENT DAY OPPORTUNITIES

- Attend as a guest:** Buy a seat or better yet a whole table

*You will receive specific, detailed instructions on volunteering at the event.*

- Set up:** 8:00 am – 2:00 pm. Assist with setting up the Silent Auctions the morning of March 24.
- Greeters:** 4:00 – 7:30 pm. Welcome our guests at various locations throughout the Hyatt and guide them to our event location.
- Registration:** 4:00 – 7:30 pm. Check in our guests and accept payments for Quick Check. (Quick-check allows our guests to proceed directly to the item pick-up area to receive their items at the end of the evening by taking their credit card numbers during registration.)
- Raffle:** 4:00 – 7:30 pm. During the reception and silent auction, raffle tickets are sold to guests for an opportunity to win a prize.
- Data Entry:** 4:30 pm – 11:00 pm. Enter patron number, purchaser and check-out information into the database. Additional people are needed to file and run receipts to winning bidders. Must be detail-oriented and have at basic computer skills.

- Silent Auction Closers/Item Pick Up:** 5:00 pm – 9:00 pm. Watch the silent auction tables prior to closing for any guaranteed bids. Field patron questions. Ensure that no bids are placed after the silent closes. After the close, take bid sheets to the computer area for data entry. Once dinner has begun, closed silent items will be removed from the silent item tables and taken to Item Pick Up for organization and pack up. Take down and pack up display décor and promotional materials.
- Spotters:** 6:30 pm – 10:00 pm. For the live auction these volunteers spot bidders for the auctioneer. Assist Live Auction Runners in finding the winning bidder. This job is for the outgoing volunteer as you must yell and wave to get the auctioneers attention.
- Live Runners:** 6:30 pm – 10:00 pm. For the live auction, take bid sheets from the recorder after each bid closes, have the winning bidder sign the sheet give them a thank you gift and then turn it in to the computer area for entry.
- Receipt Runners:** 6:30 pm – 10:00 pm. During the live auction, the runners will be stationed in the data entry area and given receipts to bring to bidders that have done QuickCheck when they checked in. Bidders that receive their receipts should be advised that they can go directly to Item Pick Up with their receipts.
- Recorders:** 6:30 pm – 10:00 pm. For the live auction, recorders will document bidder number and winning price in the auction log and prepare the bid sheets for the runners. The recorder will also keep a running tally of the live dollar amounts for the auctioneer's needs. The recorders will also track the Fund-A-Need bidding which is very fast-paced. Recorders must be very focused and detail-oriented.
- Check Out:** 6:30 pm – End of Auction. Take auction payments for those who did not QuickCheck, make needed adjustments, prints final receipts, aids with final questions, assists guests in getting large items to their cars.
- Clean up and Pack up:** Light clean up after completion of event.
- Table Valet:** 6:00 pm – 10:00 pm. Be the go-to person for our top sponsors. Get to know those very passionate about Overlake and make sure their every need is taken care of (i.e. Do they need wine at their table, does the auctioneer see their bids? Have they received their guest gifts?)
- Floater:** 4:00 pm – End of Auction. - Fill in wherever needed.

**THANK YOU FOR VOLUNTEERING TO MAKE OVERLAKE GREAT!**

Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Please return to: Overlake Hospital Auxiliaries • 1035 116<sup>th</sup> Ave NE, Bellevue, WA 98004  
Events@overlakehospital.org