



*Yes, I want to support the
UTSA Alumni Gala
Saturday, August 15, 2009
Westin La Cantera Hotel & Resort*

VOLUNTEER FORM

Help make the Alumni Gala magical! Your help will go a long way in achieving our goal.
Please mark service opportunities that are of interest to you.

Print full name _____

Address/Zip _____

Daytime telephone number _____ Evening telephone number _____

E-Mail Address _____

We will e-mail the volunteer information to you.

Friday, August 14, 2009 - Meet at Alumni Programs Office (UC 2.00.10)

12 noon – 2 pm **Load Truck** : Load auction items, decorations and supplies into rental truck.

Saturday, August 15, 2009 - Meet at Westin La Cantera

9 am – noon **Lobby Setup/Ballroom Set up - Silent Auction**: Setup for silent auction; unload auction items; arrange presentation on tables; and assemble clipboards bid sheets and pens.

5:15 pm – 9 pm **Gala Showtime!**

- Greet guests and talk up the bidding
- Check-in guests
- Sell tickets for Power Drawing
- Monitor Silent Auction

8:45 pm – 10 pm **Auction Wrap up**

- Prepare for auction checkout
- Collect bid sheets and match winning bid sheets by bidder
- Prepare items for pickup

9 pm – 10:15 pm **Auction Check out**

- Checkout auction winners
- Process payments
- Retrieve auction items for bidders

10 pm – midnight **Breakdown and cleanup**

- Clean up – pick up left over materials in ballroom (at conclusion of dance)
- Clean up – silent auction items and easels, load onto truck

If you are also planning to be a guest at the Gala, thank you for taking time out of your evening to help with the volunteer activities. Volunteer assignments do not include a gala ticket. If you work 3 hours or more the evening of the gala, you will receive a box dinner.

Return this form to: UTSA Alumni Association, One UTSA Circle, San Antonio, TX 78249-0624
or FAX to (210)458-7227 or email to alumni@utsa.edu. For more information call (210) 458-4133