

Gala 2022 - Volunteer Positions

<https://utsa.givepulse.com/event/295887-UTSA-Alumni-Gala>

Saturday, August 13, 2022 - Set Up

Shift/Position	Time Commitment	Location	Description
Auction/ Room Set-Up	9:00 am – 12:00 pm	La Cantera Resort & Spa	Set up and decorate silent auction, main dining hall, registration, after party room, and other duties as assigned.

Saturday, August 13, 2022 - Event

Shift/Position	Time Commitment	Location	Description
Greeter	5:00 pm – 7:30 pm	La Cantera Resort & Spa	Greet guests/volunteers and direct them to check in as they arrive
Registration	5:00 pm – 7:00 pm	La Cantera Resort & Spa	Assist guests with finding their names and registration information; tell them their table number and directions on how to bid; direct them to the Ballroom and Bars.
Auction Assistant	5:00 pm – 8:00 pm	La Cantera Resort & Spa	Encourage bidding, walk around with iPad/tablet to demonstrate how to bid. Upon the end of mobile auctioning, assist with collecting and packaging goods for check out.
Auction Assistant	7:00 pm – 10:00 pm	La Cantera Resort & Spa	Encourage bidding, walk around with iPad/tablet to demonstrate how to bid. Upon the end of mobile auctioning, assist with collecting and packaging goods for check out.
Floater	5:30 pm – 7:30 pm	La Cantera Resort & Spa	Floater fill in for areas of need(s).
Floater	7:30 pm – 10:30 pm	La Cantera Resort & Spa	Floater fill in for areas of need(s).
Auction Check Out	8:00 pm – 10:30 pm	La Cantera Resort & Spa	Gather and deliver items to those checking out. Run credit card machines and make receipts.
Cigar Bar Host	9:00 pm – 11:30 pm	La Cantera Resort & Spa	Direct people to the outside cigar bar. Restock cigars and cigar supplies as needed. Keep the area clean, and tell awesome jokes.

Shut Down	9:30 pm – 11:30 pm	La Cantera Resort & Spa	Collect the centerpieces, programs, call to give forms, and pens from the ballroom. Shut down and pack the auction items.
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