

Starlight Gala

Volunteer Position Details

Position:	Event Volunteers
Event:	12th Annual Starlight Gala
Dates:	October 29, 2010 – Event Preparation / Moving October 30, 2010 – Day of Event
Times:	October 29, 2010 – 4:00 pm – 9:00 pm (TBD) October 30, 2010 – 9:00 am - Midnight
Duration:	9:00 am – Midnight Depends on shifts and job assignments
Description:	<p>The Starlight Gala is Richmond's largest and most prestigious Gala fundraiser. The event has a high community profile and attracts over 450 guests a year. Proceeds from the 12th Annual Starlight Gala will go towards the Foundation's mission to save lives and improve the quality of care for patients served by Richmond Hospital.</p> <p>Some of the jobs include:</p> <ul style="list-style-type: none"> • Production / Set-up • Registration • Bank • Silent Auction / Live Auction • Games • Event Signage / Theatre - Gift bags • Production take down
Volunteers Required:	50
Skills and Experience:	<ul style="list-style-type: none"> • Strong teamwork skills • Some positions will require: <ul style="list-style-type: none"> ○ Strong data entry and accounting skills ○ Ability to approach guests to sell raffle tickets ○ Strong interpersonal and communication skills ○ Some heavy lifting and moving of materials
Language Required:	Fluency in English
Training Provided:	Yes – Volunteer training will take place before the Gala. Date and time to be determined.
Dress:	Formal attire
Benefit to Volunteer:	<p>Meet new people Be part of an amazing black-tie Gala Give back to your community Complimentary snacks and beverages will be provided</p>
Contact:	<p>Carleen Pauliuk Special Events & Corporate Giving carleen.pauliuk@vch.ca</p> <p style="text-align: right;">Office: 604-244-5252</p>