

13<sup>TH</sup> ANNUAL  
**STARLIGHT GALA**

**Volunteer Position Details**

Position:	<b>Event Volunteers</b>
Event:	<b>13<sup>th</sup> Annual Starlight Gala</b>
Dates:	October 28, 2011 – Event Preparation / Moving October 29, 2011 – Day of Event
Times:	October 28, 2011 – 4:00 pm – 9:00 pm (TBD) October 29, 2011 – 9:00 am – Midnight (TBD)
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 460 guests a year. This year’s theme is classic James Bond.</p> <p><b>Some of the jobs include:</b></p> <ul style="list-style-type: none"> <li>• Move In</li> <li>• Set-up</li> <li>• Registration</li> <li>• Bank</li> <li>• Production</li> <li>• Silent and live auctions</li> <li>• Games</li> <li>• Event Signage / Theatre / Gift bags</li> <li>• Take down</li> </ul>
Volunteers Required:	50
Skills and Experience:	<ul style="list-style-type: none"> <li>• Strong teamwork skills</li> <li>• <b>Some positions will require:</b> <ul style="list-style-type: none"> <li>○ Strong data entry and accounting skills</li> <li>○ Ability to approach guests to sell raffle tickets</li> <li>○ Strong interpersonal and communication skills</li> <li>○ Some heavy lifting and moving of materials</li> </ul> </li> </ul>
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          Manager, Special Events          Email: <a href="mailto:carleen.pauliuk@vch.ca">carleen.pauliuk@vch.ca</a>          Phone: 604-244-5252</p>