Volunteer Opportunity Description: 2016 Gala in the Gardens, Thursday June 23rd, 2015 (Event 5:30-9pm)

Description/Purpose
Volunteers are an integral part of this magical garden party fundraiser! Guests will enjoy the tradition of the Gala in the Gardens, the Arboretum's premier garden party and fundraiser, surrounded by the best fall colors around. Al fresco reception and dining, live music, return of the popular silent auction plus live auction and fund-a-need. Guest emcee is Belinda Jensen, KARE-11 TV. Hosted by Minnesota Landscape Arboretum foundation. [http://www.arboretum.umn.edu/gala.aspx](http://www.arboretum.umn.edu/gala.aspx)

Responsibilities & Required Skills/Tasks
Volunteers for our annual events are knowledgeable about the Arboretum, have stamina, are flexible and most importantly are friendly and ready to help! There are several volunteer positions to choose from:

- **Set Up Helpers (12 Volunteers)** – Assist Arb Staff with putting linens on the dinner tables, pads on the chairs, and assist the florists in set up as needed. Also assist with set up of registration & Auction areas. **Shift: 12 – 4:30pm**

- **Registration (10 Volunteers)** – These volunteers will assist guests in checking at the registration table at the beginning of the event. During registration, volunteers will greet guests, check them in, and give them their name tag and a program. You will also help direct guest as needed **Shift 4:45pm – 7:30pm**

- **Hosts/Seating Hosts (6 Volunteers)** – Hosts greet visitors after checking in and are the first line of contact to our guests; you must be knowledgeable about the Arboretum and provide a friendly welcome. Hosts will also help with seating guests in the dining tent and guided them to their tables. **Shift 4:45 – 7:30pm**

- **Auction Helpers (25 Volunteers)** – Assist with Silent Auction & Live Auction Spotting – also assist with getting the silent auction items to vehicles as needed alongside staff **Shift: 4pm-9:30pm**

- **Tear Down (10 Volunteers)** – Assist Arb staff in pulling table linens, décor and other miscellaneous items in the Gala tent and check-out area. **Shift 9pm-10:30pm**

Time Commitment and Schedule Details
*All Volunteers helping in the evening must attend a training (light meal provided) from 4:15pm – 5:05pm in the Snyder Building and stay until the end of your shift (listed above). Set-Up Volunteers are welcome to stay for some light food at 4:15pm.*

Additional information:
- All volunteers working at the event in the evening should wear black pants or skirt and a white shirt or top.
● You must wear your volunteer name tag, no exceptions.
● Volunteers are asked not to take any of the food or drink offered to event paying guests.

Benefits
Help support one of the Arboretum’s biggest fundraising events of the year! At the same time it’s a great opportunity to have fun and make new friends.

Work Environment:

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<tr>
<th>Indoors</th>
<th>X Lifting</th>
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<tbody>
<tr>
<td>X Outdoors</td>
<td>X Working individually</td>
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<tr>
<td>X Sitting</td>
<td>Working with children</td>
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<tr>
<td>X Standing</td>
<td>X Working as part of a team</td>
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How to Apply for this Opportunity
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the staff supervisor to sign up.

You must be a registered Arboretum Volunteer to sign up for any volunteer opportunity. To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in a New Volunteer Orientation. To get started please visit our website: http://www.arboretum.umn.edu/how_to_volunteer.aspx

Staff Supervisor & Contact Information
Use Sign Up Genius to secure your spot: http://www.signupgenius.com/go/30e094fafa82caaf85-gala
If you need to contact someone concerning this sign up, you can email Kim Carrier at arbvol@umn.edu or leave a voicemail at 612-301-1203.

I will do my best to assign roles based upon availability, and any limitations or concerns you may have. Please let me know at the time of inquiry if you have any special needs. Flexibility is always appreciated as some positions may change prior to the event.