

## **Zoobilee 2014 Volunteer Information**

**Thank you for your interest in volunteering for Zoobilee!** Your support of Tacoma's most unique and beloved fundraising event will help us achieve our goals of raising support for Point Defiance Zoo and Aquarium (PDZA). Proceeds from *Zoobilee* further PDZA's mission to promote and practice effective conservation on behalf of wildlife both at the zoo and around the world.

Zoobilee features live entertainment, cocktails, one-of-a-kind animal interactions, an array of custom appetizers prepared by local restaurants and a robust silent auction. Guests will indulge in a gourmet dinner, bid on exceptional packages during a live auction hosted by local auctioneer Jeff Randall, and join together to support a very special cause. The night's success will be celebrated with entertainment and dancing under the stars.

Volunteers play an integral role in this event and we truly appreciate your help!

## **Volunteer benefits and requirements:**

- Attire: Black pants (no jeans) or black skirts, white collared shirt, and comfortable shoes. Black volunteer aprons will be provided.
- Lunch and/or dinner provided on event day
- **Must** attend a volunteer training prior to the event TBD in early July.
- 14 years and older to setup and/or take down the event (before 5:30 pm, after 1:30am); 21 years and older to work during the event (5:30pm 1:30am)
- Must check-in 30 minutes before shift begins for last minute instructions and opportunity to eat before shift begins

Please indicate on the volunteer application form your top three position choices from the below list.

Pre-Event			
Position	# of Volunteers needed	Description	Shift Dates & Times
Office Assistance	1-5	A variety of tasks around the auction, follow up calls, event organization, etc.	June 1 - July 17: Based on availability
Day of Zoobil	ee - Friday Jul	y 18 <sup>th</sup>	
<b>Logistics Positi</b>	ons		
Position	# of Volunteers needed	Description	Shift Dates & Times
Volunteer Lead	2 (1 per shift)	Monitor volunteers in position on grounds, providing assistance and guidance as necessary.	July 18: 8:00 am - 5:00 pm July 18-19: 5:00 pm - 2:00 am
Volunteer Assistants	6-8 (1-2 per shift)	Prepare check-in materials, tables and volunteer food; Monitor volunteer hospitality room; check-in volunteers and restaurant/beverage/entertainment vendors.	July 18: 8:00 am - Noon July 18: 12:00 pm - 4:00 pm July 18: 4:00 pm - 8:00 pm July 18-19: 8:00 pm - 2:00 am

Position	# of Volunteers needed	Description	Shift Dates & Times
Decor Set-up	20 (10 per shift)	Assist in set-up of decorations, chairs, tables, and linens throughout Zoobilee footprint.  Groups are welcome – inquire about group size	July 18: 8:00 am - Noon July 18: 12:00 pm - 5:00 pm
Event Set-up	20 (10 per shift)	Assist in set-up of event throughout Zoobilee footprint, including silent and live auctions, auction check out in Café, and game locations.  Groups are welcome – inquire about group size	July 18: 8:00 am - Noon July 18: 12:00 pm - 5:00 pm
Food & Beverage Lead	2 (1 per shift)	Provide support and leadership for Event Runner volunteers; execute same tasks; trouble-shoot and assist volunteers and vendors as needed.	July 18: Noon – 8:00 pm July 18-19: 8:00 pm - 2:00 am
Event Runners	6 (3 per shift)	Assist with moving ice, food and supplies between booths and supply areas. After-party table bussing. (Requires lifting/loading 40 lb ice bags and walking Zoo grounds.)	July 18: 2:00 pm - 6:00 pm July 18: 6:00 pm - 10:00 pm July 18-19: 10:00 pm - 2:00 am
Floater	4-8 (1-2 per shift)	Available to serve in any area as needed	July 18: 8:00 am - 2:00 pm July 18: 2:00 pm - 8:00 pm July 18-19: 8:00 pm - 2:00 am
Gate and Supplies Monitor	6 (3 per shift)	Monitor gates for approved entry of vendors, entertainers and deliveries.	July 18: 8:00 am - 2:00 pm July 18: 2:00 pm - 8:00 pm
Parking Lead – Zoo Lot	1	Oversee lot, coordinate volunteer efforts to make sure guest parking and drop-off and pick-up happen in an orderly fashion.	July 18-19: 5:00 pm – 2:00 am
Parking Attendants	8 (2 per shift)	Assist guests with parking, welcome & answer questions.  Groups are welcome – inquire about group size	July 18: 5:00 pm - 8:00 pm July 18: 8:00 pm - 11:00 pm July 18-19: 11:00 pm - 2:00 am
Signage Crew	2-3	Set-up signage for event - parking & hanging banners.	July 18: 2:00 pm – 5:00 pm
Clean up	20	Assist with event clean up.  Groups are welcome – inquire about group size	July 19th: 1:30 am – 3:30 am
<b>Guest Service</b>	Positions		
Position	# of Volunteers needed	Description	Shift Dates & Times
Greeters/Farewell Hosts	6 (3 per shift)	Help direct guests during the event and answer questions. At the end of the evening, help direct guests to check out; offer popcorn and memento upon guest departure.	July 18: 5:00 pm - 9:00 pm July 18-19: 9:00 pm - 1:00 am
Coat Check	2 (1 per shift)	Assist coat check vendor.	July 18: 5:00 pm - 7:30 pm July 18-19: 10:00 pm - 1:30 am
Photo Assistant	2 (1 per shift)	Assist professional photographers with guest photo area.	July 18: 5:30 pm – 8:00 pm July 18: 10:00 pm - Midnight
Event Check-In/Out Lead	1	Provide support and leadership for area volunteers; trouble-shoot and assist as needed.  Zoobilee or event management experience preferred	July 18-19: 5:00 pm – 1:30 am
Event Check In	8	Check-in guests, register guests payments, distribute wrist bands.	July 18: 5:00 pm - 8:00 pm
Event Check Out	8	Record silent/live auction bids and game/ticket purchases; Check guests out; Retrieve items for guests Prefer same volunteers that helped with event check-in	July 18-19: 8:00 pm - 1:30 am
Silent Lead	1	Provide support and leadership for Silent, Raffle and Games volunteers; execute same tasks as Silent Auction Staff volunteer positions; trouble-shoot and assist as needed.	July 18-19: 5:00 pm – Midnight
		Zoobilee or event management experience preferred	
Silent Auction Staff	10	Zoobilee or event management experience preferred  Monitor silent auction; Close silent auction tables; Take bid sheets to check out; Assist with moving silent auction items into Café and packaging them for check-out.	July 18: 5:30 pm - 10:00 pm
	10	Monitor silent auction; Close silent auction tables; Take	July 18: 5:30 pm - 10:00 pm  July 18: 5:45 pm - 8:00 pm
Raffle Sellers		Monitor silent auction; Close silent auction tables; Take bid sheets to check out; Assist with moving silent auction items into Café and packaging them for check-out.  Sell golden tickets, grand raffle tickets and/or "Heads or Tails" participation to guests - take bidder numbers.	
Raffle Sellers Games of Chance (3)	10	Monitor silent auction; Close silent auction tables; Take bid sheets to check out; Assist with moving silent auction items into Café and packaging them for check-out.  Sell golden tickets, grand raffle tickets and/or "Heads or Tails" participation to guests - take bidder numbers.  Volunteers will work in pairs.  Sell chances to win; record bidder numbers; monitor prize distribution and/or transport winning bottles/bags to	July 18: 5:45 pm - 8:00 pm
Silent Auction Staff  Raffle Sellers  Games of Chance (3)  Live Lead  Live Auction Spotters	10 6 (2 per game)	Monitor silent auction; Close silent auction tables; Take bid sheets to check out; Assist with moving silent auction items into Café and packaging them for check-out.  Sell golden tickets, grand raffle tickets and/or "Heads or Tails" participation to guests - take bidder numbers.  Volunteers will work in pairs.  Sell chances to win; record bidder numbers; monitor prize distribution and/or transport winning bottles/bags to check out.  Provide support and leadership for area volunteers; Confirm they have and understand materials and/or instructions; trouble-shoot and assist as needed.	July 18: 5:45 pm - 8:00 pm  July 18: 5:45 pm – 8:00 pm

Position	# of Volunteers needed	Description	Shift Dates & Times
Live Auction Recorder	3	Record purchases during the live auction	July 18: 7:00 pm - 10:00 pm
Live Auction Runners	5	Obtain signatures on live auction sheet and distribute bid sheet to auction check out.	July 18: 7:00 pm - 10:00 pm
<b>Food and Bev</b>	erage Positio	าร	
Position	# of Volunteers needed	Description	Shift Dates & Times
Welcome Drink			
Servers	4	Serve champagne to guests as they enter event. Food Handler Permit required & Class 12 permit to pass alcohol required	July 18: 5:30 pm – 7:30 pm

For more information please call or email Lisa Johnson: 253-404-3651 or volunteers@thezoosociety.org