





















2020 Wet Nose Soiree Volunteer Opportunities



We rely on volunteers to help create memorable experiences for our guests. From start to finish, your participation is the key to success! The descriptions below are general. A detailed description will be included in your confirmation materials, which will be emailed in March. Unless otherwise noted, all volunteer roles are for Friday, April 17, 2020 at the Portland Art Museum. **Thank you!**

Job	Time	Job Description	Attire	Job Skills
Load Truck	12-4 pm	Load truck at DoveLewis business office on 4/16.	Comfortable	 
Unload and set up	9 am -1 pm	Unload truck and set up silent auction and ballroom.	Comfortable	 
Decorations	10 am -1:30 pm	Decorating and assist with artwork installation.	Comfortable	  
Dessert Pick up	11 am -1 pm	Drive to several locations and pick up desserts.	Comfortable	
Line at Photo Booth	4:30-close	Greet guests, manage the line for the photo booth, then help flip the room after cocktail hour.	Business or cocktail attire	 
Line at Registration	4:30-close	Greet guests and manage the line for registration, then help flip the room after cocktail hour.	Business or cocktail attire	 
Photographer assistant	4:30-close	Move throughout the event with the photographer and assist with equipment.	Business or cocktail attire	 
DoveTales Coordinator	5-close	Greet people/animals that are part of the event. Host and assist with directions and timing.	Comfortable, no jeans	  
DoveTales Assistant	5-close	Assist DoveTales Coordinator.	Comfortable, no jeans	  

LEGEND



Standing



Sitting



Heavylifting



Outgoing personality, high energy



Attention to detail




Technology knowledge and use



Creative skill



Personal vehicle use

Job	Time	Job Description	Attire	Job Skills
Registration/ Check Out	4-close	Check guests in/out, ensure accuracy.	Business or cocktail attire	  
Silent Auction Lead/Room	4-close	Lead silent auction staff.	Business or cocktail attire	  
Super Silent	4-close	Closely monitor silent auction high-value items, then help flip the room after cocktail hour.	Business or cocktail attire	 
Golden Ticket	5- close	Sell \$100 raffle tickets and record accurately, then help flip the room after cocktail hour.	Business or cocktail attire	 
Silent Auction/ Room	5-close	Monitor silent auction item sales, then help flip the room after cocktail hour.	Business or cocktail attire	 
Wine Wall	5-close	Encourage sales at the wine wall and record accurately, then help flip the room after cocktail hour.	Business or cocktail attire	 
Gift Card Pull	5-close	Encourage sales at the gift card pull and record accurately, then help flip the room after cocktail hour.	Business or cocktail attire	 
Show Coordinator	5:30-close	Manage timing of people appearing on stage.	Business or cocktail attire	  
Show Assistant	6-close	Assist show coordinator.	Business or cocktail attire	  
Tally	6-close	Record live auction purchases.	Business or cocktail attire	 
Runner	6-close	Hand carry live auction purchase information to registration.	Business or cocktail attire	 

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Job	Time	Job Description	Attire	Job Skills
Recorder	6-close	Record live auction purchases.	Business or cocktail attire	 
Load Truck	10-close	Load truck at the end of the evening.	Comfortable	 
Unload Truck	1-3 pm	Unload truck at DoveLewis business office on 4/19.	Comfortable	 

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