



2019 Globie Awards
 Saturday, September 21st, 2019
 Canvas Event Space
 3412 4th Ave S, Seattle, WA 98134

2019 GLOBIE AWARDS VOLUNTEER ROLES & SHIFTS

All volunteers receive snacks and breaks! Volunteers who work beyond 6:00PM receive dinner from [NaanSense](#) and training for their tasks built into their shift.

Volunteer Task	Shift	Description
Event Set-Up	1:00PM - 5:00PM	Help The Seattle Globalist get the venue set up! This includes the registration station, dessert dash display, wine grab display, and dinner tables.
Registration & Data Entry	3:30PM - 10:00PM	Welcome event attendees and register them (training provided for our simple check-in software), record donations throughout the evening, and help attendees check out at the end of the evening.
Food Truck Usher & Busser	4:00PM - 11:00PM	Help direct guests to the delicious food truck of their choice. Maintain the outdoor and indoor spaces throughout the event by clearing plates, cups, utensils, and napkins from tables. Help answer questions from guests and refill their table water as needed.
Bartender & Table Wine Service	4:00PM - 11:00PM	Alongside our hired bartender, help pour wine and beer for our guests. Transition to bringing wine to tables during the event's program. Help bussers clear wine bottles and beer cans from tables throughout the evening. Help break down bar at the end of the evening. Class 12 permit required.
Bar-Back	4:00PM - 11:00PM	Assist our hired bartender as needed throughout the evening. Help the bartender clean up throughout the event and break it down at the end of the evening.
Event Greeter & Live Auction Recorder	4:00PM - 11:00PM	Start the evening by welcome event attendees, handing out programs, and giving them directions around the event space. Then transition to helping our auctioneer, Laura, by recording the winning bids from our live auction and recording donor participation during fund-a-need.
Raffle Ticket Sales & Live Auction Spotter	4:00PM - 11:00PM	Start the evening by working the room and helping guests sign up for our 50/50 Raffle. Then transition to helping our auctioneer, Laura, by standing in certain sections of the audience, encouraging bidders to bid, helping the auctioneer "catch the bids" and determining bidder number.
Wine Toss & Auction Item Check-Out	4:00PM - 11:00PM	Begin the evening by coaching guests through our fun wine toss game! Record participants names, encourage them from the sidelines, and bag up any of their winnings. Then you will transition to our check-out station to thank guests for their participation and retrieve their item(s). Record pick-ups on paperwork we provide you.

Volunteer or Event Questions?

Please, reach out to Ann Lowe at ann@seattleglobalist.com