



## 2019 CAP ART AUCTION + AFTER PARTY

Friday-Sunday, April 26-28, 2019  
@ Montgomery Park | 2701 NW Vaughn St. Portland, OR 97209

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## VOLUNTEER SIGN UP

### Instructions

- Choose one or more volunteer assignments from the list below.
- Sign up by completing the volunteer form by following this link: <http://capartauction.org/volunteer-information/> OR by contacting **Melinda Cordasco**, Art Auction Volunteer Coordinator, at [vcoordinator@cascadeaids.org](mailto:vcoordinator@cascadeaids.org) or 503-278-3814.
- Please include ALL of the volunteer shift(s), dates, and times you want to sign up for.
- ALL Art Auction Volunteers are asked to attend our **Art Auction Volunteer training at 5:30pm to 7:00pm on Tuesday, April 23<sup>rd</sup>**. It will be held in Montgomery Park's Banquet Room. Event basics starts at 5:30pm, Registration training at 6:30pm.
- All NEW volunteers must complete a brief volunteer form online at: <http://capartauction.org/volunteer-information/>.

2019 marks the 31st anniversary of Art Auction! By supporting this event, you are helping to greatly diminish the impact of HIV/AIDS in our community. You're also joining one of the biggest, most spectacular fundraising galas in Portland.

**Thanks for Volunteering with CAP!**

Questions? Contact:  
Melinda Cordasco  
Art Auction Volunteer Coordinator  
e: [vcoordinator@cascadeaids.org](mailto:vcoordinator@cascadeaids.org)  
p: 503.278.3814

**volunteer**  
PASSION INTO ACTION **CAP**

## 2019 CAP Art Auction Volunteer Assignments

Montgomery Park, 2701 NW Vaughn St			
Dates & Assignments	TRAINING	VOLUNTEERS NEEDED	SHIFT
<b>Friday, April 26: Set Up + Event Prep</b>			
<b>Art Transport:</b> Meet at our storage facility (SE 8 <sup>th</sup> & Harrison) to help load 200 pieces of art into truck. Then carpool to Montgomery Park & unload. <i>*Moderate lifting and the ability to climb many stairs is required.</i>	Not Required	15	9:30 AM - 3:00 PM
<b>Art Walls:</b> Help unload & set up art walls. Bonus Points if you have construction experience and a power drill to bring! <i>*Heavy lifting is required.</i>	Not Required	10	3:00 PM - 8:00 PM
<b>Saturday, April 27: Art Installation &amp; Event Day</b>			
<b>Art Installation:</b> Hang 200 pieces of art on designated walls, gallery-style. <i>*Prior Art Handling is preferred, but not required.</i>	Not Required	10	8:00 AM - 2:00 PM
<b>Event Set Up:</b> Unpack/organize event supplies, hang signs, set tables, generally prepare venue. <i>*Some lifting is required.</i>	Not Required	10	9:00 AM - 2:00 PM
<b>Greeters:</b> Welcome all guests from your assigned location. Answer event questions and direct guests as needed. At Call to Dinner, ALL Greeters usher guests toward Dinner Tent. At 8:30pm or so as dinner ends, Greeters go to Dinner Tent and steer guests to the After Party in main building.	<b>Yes. Tues. 4/23</b>	10	4:30 PM - 9:00 PM
<b>Registration:</b> Greet and check-in all guests using GreaterGiving software. Assign bid number, collect data, and answer event questions. <i>*Prior Registration experience is preferred.</i>	Yes. Tues. 4/23	10	4:00 PM - 9:00 PM
<b>Runners:</b> Greet all guests approaching Registration. Retrieve bid numbers and wristbands as needed by Registration Volunteers. Answer general event questions for guests.	Yes. Tues. 4/23	18	4:30 PM - 9:00 PM
<b>Art Monitors:</b> Oversee artwork in your assigned area, ensuring all art is treated respectfully (ie, no touching). Help move guests to Dinner Tent at call to dinner. Supervise bidding sheets & close all bidding promptly at 10:30PM.	Yes. Tues. 4/23	22	4:30 PM - 11:00 PM
<b>Coat Check Opening Shift:</b> Welcome all guests, hang their coats and bags as requested, and ensure items are secure during the event. Create "Lost & Found" area as needed.	Yes. Tues. 4/23	3	4:30 PM - 9:00 PM
<b>Parking Guides:</b> Guide event guests to open parking areas from assigned location outside Montgomery Park.	Yes. Tues. 4/23	5	4:30 PM - 9:00 PM
<b>Line Managers:</b> Welcome guests who approach Registration, ensuring EVERYONE checks in. Keep lines moving and direct guests as needed. Answer general event questions.	Yes. Tues. 4/23	4	4:30 PM - 9:00 PM
<b>Live Auction Art Handlers:</b> Carry 19 pieces of art on stage during the live auction. When exiting stage, escorts will walk with the art handler to return art to the volunteer lounge. <i>*Prior Art Handling is preferred, but not required.</i>	Yes. Tues. 4/23	10	4:30 PM - 9:30 PM
<b>Dinner Hosts:</b> Greet all dinner guests and guide them to their assigned tables in Dinner Tent. Manage foot traffic at crosswalk to Dinner Tent during 'Call to Dinner'. Remain in place to assist guests during dinner. Clear any CAP supplies from tables after dinner ends.	Yes. Tues. 4/23	20	6:00 PM - 10:00 PM
<b>Hospitality:</b> Assist catering staff by bussing hors d'oeuvres, used cocktail service items, and managing spills during the After Party. (Bussing the dinner is not required.) Help restaurant donors load out event supplies as needed. <i>*Moderate Lifting is required.</i>	Yes. Tues. 4/23	10	4:30 PM - 11:00 PM
<b>After Party Server:</b> Set-up and serve food from restaurant donors to guests during After Party. <i>*Current Food Handler's Card required. Must carry FHC during the event.</i>	Yes. Tues. 4/23	2	6:30 PM - 11:30 PM
<b>Coat Check Closing Shift:</b> Greet guests and retrieve their personal items as requested. Manage "Lost & Found" area.	Yes Tues 4/23	2	8:00 PM - 11:30 PM
<b>Sunday, April 28: Art Wrapping, Art Pickup, &amp; Event Teardown</b>			
<b>Art Wrapping:</b> Remove all art from Art Walls. Wrap, label and organize all art for pick up. <i>*Prior art handling is preferred.</i>	Yes Tues 4/23	22	8:00 AM - 12:00 PM
<b>Teardown:</b> Strike all remaining art walls, organize and pack up supplies. <i>*Heavy lifting is required.</i>	Yes Tues 4/23	15	10:00 AM - 2:00 PM
<b>Art Pick-Up &amp; Final Clean-up:</b> Locate wrapped art for guests who made a purchase during the event. Help carry art to their vehicle as necessary. Assist with any final event clean-up needs. <i>*Heavy lifting is required.</i>	Yes Tues 4/23	15	11:00 AM - 4:00 PM

This year's Art Auction will be held at Montgomery Park, 2701 NW Vaughn St. in Portland. Please report to Montgomery Park for all volunteer assignments, EXCEPT Art Transport on Friday. Art Transport volunteers: Please meet at 12pm on Friday, April 26th at our storage facility, Vibrant Table, 2010 SE 8th Ave.

# FAQs about Volunteering for Art Auction

## How Do I Sign Up to Volunteer?

Review the list of volunteer assignments and select 1 (or more) volunteer shifts that you prefer to do. Contact Melinda Cordasco, Art Auction Volunteer Coordinator, at [vcoordinator@cascadeaids.org](mailto:vcoordinator@cascadeaids.org) or 503.278.3814. You can also sign up online at [www.capartauction.org/volunteer-information](http://www.capartauction.org/volunteer-information). Be sure to include your desired volunteer shift(s).

## Is Event Volunteer Training Required?

Yes! All Art Auction Volunteers are asked to attend our **Art Auction Volunteer training from 5:30pm to 7:00pm on Tuesday, April 23<sup>rd</sup>** at Montgomery Park in the Banquet Room on the ground floor. There you will meet your Team Captain and learn what to expect at the event.

## What do I Wear?

Art Auction Volunteers are asked to wear all black or black & white attire. Good examples: a black dress or a white black skirt or pants with a white shirt. Important: Wear comfortable shoes!

Set Up and Tear Down Volunteers (with shifts before or after the event) should dress for comfort. Wear very comfortable, sturdy shoes and something you can get dirty. If you have work gloves, please bring them!

## What about Food & Drinks?

A buffet dinner will be served in the Volunteer Lounge for all volunteers helping on Saturday night to enjoy during their break. There will be vegan and gluten-free options available! \*Please arrange your break time with your Team Captain.

Snacks, coffee, and water will also be available for volunteers helping behind the scenes on Friday, Saturday morning, or Sunday.

## Can I Bid on the Art?

Yes! Feel free to enjoy the art and mingle with our donors, artists, and guests. To place a bid, you'll need an assigned number from Registration. Please prioritize your volunteer role; all bidding should occur during your break.

## Will I get a Reminder?

Yes! Please look for emails from Melinda Cordasco as the big event gets closer. She will send reminder emails to all volunteers approximately one week in advance.