

# VOLUNTEER JOBS

## 2023 GAYLA

Thank you so much for volunteering to help out at Pizza Klatch's 9th Annual Gayla! You are a vital part of helping to make this year's Gayla a resounding success! Important Note: In order to take on one of the DAY OF EVENT volunteer positions, you will need to attend one of two short trainings before the Gayla, in May:

**\*\*TRAINING DATES TBD**

### LEADING UP TO GAYLA VOLUNTEER JOBS

April, May 2023 - Various

#### POSTER DISTRIBUTION

**Volunteer Description:** This position involves distributing flyers and event posters throughout downtown Olympia, the general Olympia and Lacey area. Posters and flyers will be available for pick up at the Pizza Klatch office, times for pick up can be organized with Fundraising & Finance Director/Gayla Chair, El Sánchez. Along with posters, flyers and tape, printed distribution charts will be provided to mark off areas already distributed.

**What we need:** Folx who are comfortable walking, and driving to multiple areas as well as approaching business staff and owners about posting in display and window areas. Volunteers will need to provide their own transportation for distribution.

### DAY OF GAYLA VOLUNTEER JOBS

Saturday, May 20, 2023 at The Capitol Theatre

#### DECORATING AND CLEAN UP CREW

**Volunteer Description:** This position involves decorating of the lobby, registration tables, concession/merchandise tables, stage and other areas as needed. Positions will also require helping with cleaning up at the end of the show. Arrival time most likely around 2:00 PM with end of shift possibly 10:00 PM.

**What we need:** Folx who are comfortable with stairs, ladders, carrying out large bags of trash.

#### GREETERS AND CLEAN UP CREW

**Volunteer Description:** This position involves greeting guests at the door, showing them to their seats, answering any possible questions they may have about the event or Pizza Klatch, help with main stage show warnings before show begins (7:00 PM) and after intermission, including directing folx into the theater. Assist with clean up after the show. Arrival time will be around 4:00 PM with end of shift possibly around 10:00 PM.

**What we need:** Folx who are outgoing, friendly, comfortable speaking to multiple people, comfortable approaching people and happy to answer any questions you're able to about Pizza Klatch or the event.

#### RAFFLE TICKET SELLERS

**Volunteer Description:** This position involves selling raffle tickets between doors (6:00 PM) and the main stage show (7:00 PM), as well as during intermission. Arrival time will be around 4:00 PM.

**What we need:** Folx who are outgoing, friendly and comfortable approaching people to ask if they have bought raffle tickets as well as selling them to those that ask.

## **AUCTION BIDDER HELPERS**

**Volunteer Description:** This position involves helping guests to sign up for the online auction, answer any questions about the online auction, arrange Buy It Now pickups for guests who choose to do so. Arrival time will be around 4:00 PM with the end of shift after show end.

**What we need:** Folx who are very friendly, patient with multiple questions, comfortable approaching and encouraging guests to bid and possess basic tech skills with mobile apps.

## **PHOTO BOOTH AND CLEAN UP CREW**

**Volunteer Description:** This position involves setting up the photo booth for the event, including backdrop and props and running the booth throughout the event, from doors until some time after the end of show. This will Clean up and break down the photo booth at the end of the show. The shifts will be broken up into setup/first half and break down/final half of the show.

**What we need:** Folx who are friendly, comfortable taking photos, comfortable giving guests directions as well as taking suggestions from guests and encouraging guests to use the photo booth.

## **AUCTION PRIZE DISTRIBUTOR AND RAISE THE PADDLE**

**Volunteer Description:** This position involves helping to write down auction numbers and bids during the Raise the Paddle auction during the first half of the show. Some folx will be in the audience to make sure the emcee on stage is seeing each of the bid cards that are raised. Two will be onstage writing down the numbers that the emcee is shouting out.

**What we need:** Folx who are able to write quickly as the emcee calls off numbers, comfortable being onstage and interacting with the emcee. Comfortable running around and shouting out numbers to the main stage.

## **MERCHANDISE SELLER**

**Volunteer Description:** This position involves helping to sell merchandise for Pizza Klatch at doors, during intermission and after the show. There will also be a donation box at the table that you will point to and encourage people to donate to Pizza Klatch. You will also be in charge of setting up this table and restocking items as needed. Must arrive at 4:00 PM.

**What we need:** Folx who are friendly, comfortable encouraging donations and comfortable with handling cash and credit card transactions. Cashier experience not required, but helpful.

## **REGISTRATION AND CHECK OUT**

**Volunteer Description:** This position involves registering guests in our online system to bid either on the online auction or for bidder numbers for the Raise the Paddle portion as well as check in with guests to provide name tags and VIP packages as required. Must arrive at 4:00 PM.

**What we need:** Folx who are friendly, outgoing, comfortable greeting multiple guests, patient and able to remain calm while working in a high pressure situation, basic tech know-how regarding data entry.

## **VIP RECEPTION**

**Volunteer Description:** This position involves helping with set up, including table set up, decoration and cleaning of the VIP Reception area in the balcony area. Will help VIP guests by answering questions, selling raffle tickets and directing folx to the bathroom, concessions, reserved seating downstairs, etc.

**What we need:** Folx who are friendly and outgoing. Will need to arrive early to set up/decorate the VIP area.

If you have any questions, please contact the Fundraising & Finance Director/Gayla Chair, **El Sánchez**, via email [el@pizzaklatch.org](mailto:el@pizzaklatch.org) or by phone (360) 339-7574 extension 105. Please provide the EI with your available contact number and email to easily get a hold of you if need be for training reminders or during the night of the event.