

MNA Music & Arts Festival

Silent Auction Booth Team

Responsibilities

- *Check in at the welcome booth at Montford and Cullowhee. The silent auction booth is located across the street from the welcome booth.*
- *Welcome attendees to the festival. Answer festival questions.*
- *Explain silent auction procedures. Attendees "bid" on items up for auction by signing a sheet.*
- *Remind attendees to check back to see if they have been outbid. Remind them to return to pay for their item at the end of the auction.*
- *Maintain a neat and organized area.*
- *Brief the volunteer coordinator of any problems that arise and how you handled them.*
- *Train the person who comes to volunteer after your shift.*
- *Volunteers working the 4-7pm shift will pack up booth information deliver to welcome booth before leaving*

Suggested Items to Bring

- *Water Bottle*
- *Sunscreen*
- *Cell Phone*

Shifts

- *10am-1pm, 1pm-4pm and 4-7pm*

Festival Rules

- *No alcohol on festival grounds*
- *No pets (pets can be taken to the doggie day care for a small fee); if walking through must stay on sidewalk*
- *No bikes; if walking through, must walk bike on sidewalk*

Reminders

- *You can pick up your volunteer packet beginning the Tuesday before the festival at the Montford Community Center, 34 Pearson Drive.*
- *Packets not picked up before the festival can be picked up at the Welcome booth during the festival.*
- *Be sure to wear your festival volunteer button. It helps to identify you as a volunteer.*
- *Return volunteer buttons to the welcome booth at the end of your shift. If you forget, they can be returned to the Montford Community Center after the festival. It's important we get the buttons back so we don't have to spend money on replacing the buttons each year*