

COAT CHECK LIST

Contact Person -

TO BRING

- Ring of Numbers (in Canvas bag in storage unit)
- Tip Jar
- Container for numbers with sign

TO DO

November:

- Recruit your volunteers:
 - Min of 3 as door greeters/golf cart drivers (licensed drivers only)
 - Min of 2 at Coat Check Table
 - Check w/Ball Chairs if they'd like you to recruit 1 - 2 volunteers to take Photos
- Start a group text with your volunteers
- Get Coat Check tote bag from Storage Unit
- We usually order boxed meals from RVCC for the volunteers. However, the past 2 years, the kids decided to order Door Dash leaving the boxed meals mostly uneaten. I suggest forgoing the box meals and giving each volunteer \$20 to get Door Dash. Think about whether to give them cash or Venmo and also how the Chair will get reimbursed).

MORNING OF BALL

- Set up Coat Racks/Hangers
- Table/Chairs for volunteers
- Hang ring of coat check numbers
- Place Tip Jar
- Place container for numbers w/sign
- Ask kitchen for Lemonade/Water pitcher/glasses for volunteers - set up by 4:30pm

EVENING OF BALL

Volunteer Orientation:

- General Expectations
- Location/Bathrooms/Ball Room
- Get Community service forms or internet link to form
- Each volunteer has a \$20 food allowance for Door Dash. Committee Chair can choose to give them cash or use Venmo.

Print if needed for coat check area:

COAT CHECK NUMBERS

DROP HERE PLEASE

HILLCREST BALL - DOOR GREETERS/GOLF CART/COAT CHECK

Hillcrest Contact:

4:15 PM VOLUNTEER ORIENTATION

SCHEDULE OF EVENTS

- 5:00** GUESTS ARRIVE
- 6:15** DINNER IS SERVED IN THE BALLROOM
(Volunteers' boxed meals will be delivered)
- 7:00** AUCTION PROGRAM BEGINS
- 8:30** AUCTION CONCLUDES (some guests may begin to leave)
DANCING BEGINS
- 11:30** DANCING ENDS

GENERAL EXPECTATIONS:

Door Greeters/Golf Cart Drivers - 4:15- 6:30PM, Back to doors around 8:30pm to assist departing guests

Coat Check - 4:15- 11:30 pm (might be released at 11:00 depending upon the crowd)

- Be alert and attentive. Greet guests promptly
- Limit cell phone usage from 4:45pm - 6:15pm (guests will arrive during this time)
- Bathroom Breaks - Try to avoid breaks during the 4:45 - 6:15pm crunch time. Always have at least one person on the job after that.
- Meal Time after 6:30pm - Ok to order Door Dash, volunteer is responsible for covering cost that exceeds the amount provided by Hillcrest Committee. Ok to eat in coat check area.
- There will be considerable downtime from 7pm - 11:30pm - If you'd like, bring something to do.
- Guests who aren't staying to dance will start departing at 8:30pm or so.
- If you feel a guest is drunk and causing problems or shouldn't be driving - notify your Hillcrest Committee contact person: