



**2016 Fantasy Forest**  
**Volunteer Registration Form**  
Please respond by Monday, November 7<sup>th</sup>, 2016

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Are you over 21 years of age?  Yes  No\*

\*if No, please provide birthdate \_\_\_\_\_ and Name of Parent/Guardian \_\_\_\_\_  
(Month,Day,Year)

I will help on the following days and times:

**Friday November 11**

Father Daughter Dance

Afternoon

Evening

**Tuesday November 15**

Set up of event

Morning

Afternoon

Evening

**Wednesday November 16**

Set Up, Gift Shop & Tree Viewing

Morning

Afternoon

Evening

**Thursday November 17**

Fashion Show

Morning

Afternoon

**Friday November 18**

Business Luncheon and Dessert Auction

Morning

Afternoon

Barrels & Brews

Afternoon

Evening

**Saturday November 19**

Gala & Live Auction

Morning

Afternoon

Evening

**Sunday November 20**

Take down of event

Morning

Afternoon

Evening

I will work any of the following jobs: (See reverse side for job descriptions)

Setting up pre event

Gift Shop Angel

DJ Supervisor

Silent Auction Angel

Table Host

Coat Check

Balloon Seller

Auction Runner/Spotters

Volunteer Village

Tree Angel

Raffle Ticket Sellers

Tear down of event

Please mail your RSVP back to: **MGHF (Fantasy Forest)**  
**PO Box 1668, Shelton, WA 98584**  
**Fax: (360) 427-4448 or Email [tfredrick@masongeneral.com](mailto:tfredrick@masongeneral.com)**

Questions please call: Tanya Frazier at (360) 790-5732 or Tracey at the Development Office at (360) 427-3623.

### **Job Descriptions:**

#### **SETTING UP PRE EVENT**

Moving items into building, helping tree designers, and unpacking boxes. Generally assisting where needed. Also includes, stacking, lifting, use of dolly, carts, pallets, and other needs as able and needed.

#### **SILENT AUCTION ANGEL**

Watch over silent auction table, keep it neat, answer questions, make sure no late bids are made and assist chairperson when he/she picks up the bid slips. Be comfortable with giving instructions.

#### **BALLOON SELLER**

Move around room and approach attendees to buy balloons to be popped and redeem their prize with the number located inside. Keep track on money you have received and number of units sold.

#### **TREE ANGEL**

Monitor specific decorated trees and scenes, keep people from touching them or knocking them over. Be comfortable with giving instructions and implementing a "no-touch" policy in a kind manner.

#### **GIFT SHOP ANGEL**

Keep tables looking full with merchandise. Make sure price tags are on everything. Answer questions (find prices if missing, escort to register, etc.) Be a watchful presence and interact with guests.

#### **TABLE HOST**

Keeping designated tables satisfied with drinks, raffle tickets, live bids, etc. Be a presence and interact with guests.

#### **AUCTION RUNNER**

Work the live auction and the bankers to meet with the winning bidder and have them sign off for their purchase with a specified sales ticket. Then return the slip to the bankers for checkout reconciliation purposes. Instructions and training will be given prior to event.

#### **RAFFLE TICKETS SELLERS**

Move around room and approach attendees to buy tickets. Watch for them to call you to the table and be prepared to describe raffle prizes. Be knowledgeable of the items being sold and help publicize them. Keep track of money you have received and number of units sold. Work directly with the bankers.

#### **CLEAN UP ON SUNDAY**

Take everything down, restore to pre-event condition. Pack up & load supplies, move boxes, help load auctioned trees onto trucks, folding, drop off at Storage Location in Shelton. Instructions and training will be provided prior to event. All levels of help are needed.

#### **COAT CHECK**

Assist guests upon arrival with assigning them a number to their garments/accessories in exchange for a numbered ticket which will be kept in a specified location near the tent. Instructions will be given prior to your volunteer shift.

#### **VOLUNTEER VILLAGE**

A personal call will be made to you to clarify needed roles and responsibilities upon receipt of your application. Duties may include assisting the Volunteer Village Chair(s), assisting event volunteers with check in and registration, giving out volunteer meal tickets and watching over volunteer personal items and Foundation property during assigned events and being a constant presence in the Volunteer Village area.



Mason General Hospital Foundation  
Cordially Invites You to Volunteer for Fantasy Forest!

## **2016 Fantasy Forest**

**Volunteer Dates: November 11\*, 16-19**

Alderbrook Resort & Spa  
7101 E Hwy 106  
Union, Washington

Please review the enclosed volunteer registration form and let us know if you are able to volunteer at this year's event.

**Please respond by Monday, November 7, 2016**

If you have questions, please call:

Tanya Frazier at (360) 790-5732 OR

Tracey Fredrick at the MGHF Office at (360) 427-3623.

*\*November 11<sup>th</sup> is the Father Daughter Night Out and is being held at the Shelton Civic Center in downtown Shelton. Please contact Tanya Frazier for more information.*

***Thank you!***