



2017 Fantasy Forest

Volunteer Registration Form

Please respond by Monday, October 30, 2017

Name _____

Address _____

Cell Phone _____ Home Phone _____

E-Mail _____

Over 21 years of age? _____ *if No, provide birthdate _____ and Name of Parent/Guardian _____

I will help on the following days and times:

Friday November 3

Father Daughter Dance

____ Afternoon

____ Evening

Wednesday November 15

Set up of event

____ Morning

____ Afternoon

____ Evening

Thursday November 16

Set up of event

____ Morning

____ Afternoon

____ Evening

Friday November 17

Business Luncheon and Dessert Auction

____ Morning

____ Afternoon

Friday November 17

Barrels & Brews

____ Afternoon

____ Evening

Saturday November 18

Gala & Live Auction

____ Morning

____ Afternoon

____ Evening

Sunday November 19

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

____ Runners

____ DJ Runner

____ Silent Auction Angel

____ Auction Runner/Spotters

____ Coat Check

____ Tree Angel

____ Raffle Ticket Sellers

____ Tear down of event

Please RSVP back to:

hhouse@masongeneral.com

MGHF (Fantasy Forest)

PO Box 1668, Shelton, WA 98584

Fax: (360) 427-4448

Phone (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.

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.

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.

