



The Contemporary Dayton Annual Art Auction Volunteer Overview & Application

Overview

The Annual Art Auction is one of Dayton's top 20 charity events of the year, with an expected 450 art-lovers in attendance helping The Co raise over \$100,000 for education and public programs.

Location, Date & Time

Dayton Arcade Rotunda & The Co Galleries

Event: Friday, April 26, 2024

Sponsor Pre-party in the Galleries:	5:30-7 pm
Arcade Rotunda Doors open:	6 pm
Event in the Rotunda:	6:30-9:30 pm
Live Auction in the Galleries:	8-9 pm
Silent Auction Closings:	9:30 & 9:45 pm

Volunteer Perks

- Represent The Co at one of Dayton's signature art events
- Meet and work with 70+ important artists in the community
- Complimentary family-style dinner prior to event
- Invite to special Volunteer Appreciation event in May/June

Volunteer Commitment

- We ask that all volunteers wear all white – slacks, top, jacket, dress, skirt – all will work. Please wear comfortable shoes - we will all be on our feet for the duration of the event.
- Please plan on attending Family Dinner – it will be delicious and hearty and we would rather you not eat or drink during your volunteer shift. If you cannot attend Family Dinner, there will be no other dinner break, so please plan accordingly.
- We ask that all volunteers do not drink alcoholic beverages prior to or during their shift.
- We also ask that volunteers not leave your post or bid on artwork during your shift. You may review the artwork and bid before or after your shift – or you can assign a friend or spouse to bid for you.

Volunteer Work Areas

- Set-Up & Break-Down** Fri, Apr 26 / Shifts: 4 hours between 9 am-10 pm

Captain: Mike Davis

Responsible for packing, lifting, loading and unloading easels, artwork, other supplies. Must be strong and willing to lift. (Need 10+)

- ❑ **Greeters** / 5-8 pm (standing, 4th St sidewalk and Arcade Rotunda)
Captain: Beth DeVibless
Responsible for directing guests to correct entrance (Sponsor VIP Pre-Party in the Galleries or Rotunda) and manning Gallery Rotunda Entrance (Need 4)

- ❑ **Check-In & Check-Out** / 5-9:30 pm (seated, must be comfortable handling money, running credit cards) + Mandatory Training
Captain: Amy Musto
Responsible for manning check-in and check-out table (Need 6)
 - **Mandatory Training: Wed, April 17, 5.30-7:00 pm @ The Co**

- ❑ **T-Shirt Table** / 6-9:00 pm (seated, must be comfortable handling money, running credit cards, need 2 Volunteers)
 - **Mandatory Training: Wed, April 17, 5:30-7:00 pm @ The Co**

- ❑ **Art Handlers & Packing Room** / 6:30--9:30 pm + Pre-pack day + Mandatory Training (Need 10-14)
 - 6 for packing and 2-3 to work the door – verifying receipts and getting artwork for purchaser
 - 4 to carry artwork from easels to packing room
 Captain: Ricia Ballas
Responsible for monitoring the silent auction art and assist with bidding
 - **Mandatory Training; Wed, April 17, 5.30-7:00 pm @ The Co**

- ❑ **Live Auction Art Handlers & Bid Spotters** / Shift: 7-8:30 pm
Captains: Ricia Ballas & Sydney Summers
Responsible for carrying and showing artwork to Live Auction audience. (Need 4-6)

Day of Event Timeline

Fri, April 26, 2024

4:00-4:45 pm	Volunteer Pre-Event Dinner & Nametag Pick-up (Near packing area)
5:30-7 pm	Sponsor Pre-party in the Galleries
6 pm	Rotunda Doors/Registration Opens
6:30-9 pm	Silent Auction (all items in silent auction mode)
7-7:45 pm	Turnover Galleries for Live Auction
8 pm	Live Auction
9:40 pm	RED Section (Silent Auction) Closes
9:50 pm	BLUE Section Closes
	Check-out & Pick-up Opens
9:40-9:50 pm	Items pulled from easels and taken to Packing Room
10 pm	Event Ends / Packing & Load-Out

APPLICATION (please complete and return by April 12, 2024)

Check position you would like to apply for:

- Set-Up & Break-Down** / Shifts: 4 hours between 9 am-10 pm
- ~~**Greeters** / Shift: 5-8 pm (standing, 4th St sidewalk and Arcade Rotunda)~~ **FILLED**
- Check-In & Check-Out** / Shift: 5-9:30 pm (seated, must be comfortable handling money, running credit cards) + **Mandatory Training Wed, April 17, 5:30-7:00 pm @ The Co**
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Responsible for carrying and showing artwork to Live Auction audience. (Need 4-6)

Name

Address

City

Zip

Email

Mobile

Tell us about your previous volunteer experience.

(below for office purposes only)

Today's Date: _____ / _____ / _____

Date: _____ / _____ / _____