

DVAC Art Auction + Party Volunteer Overview & Application



Overview of Event

DVAC's Annual Art Auction + Party is one of Dayton's top 20 charity events of the year with over 700 art-lovers in attendance helping DVAC raise over \$110,000 for education and public programs.

A Word about NEW Silent Auction Bidding by Mobile Bid

The event is made up of a Silent Auction and a Live Auction. New this year, Silent Auction Bidding will be via text with your smartphone or with Mobile Bid helper with iPads stationed throughout the event.

Annual Art Auction + Party

Friday, April 27, 2018

at Sinclair's Ponitz Center (Building 12)

Complimentary parking in the Sinclair Garage, enter event on SOUTH side

Doors open	6 p.m.
Event	6:30-9:30 p.m.
Live Auction:	7:30-8:30 p.m.

Volunteer Perks

- 1 admission to event (additional admissions at daytonvisualarts.org/annual-art-auction)
- Complimentary family-style dinner prior to event
- Represent DVAC at one of Dayton's signature art events
- Invite to special Volunteer Appreciation event in June

Volunteer Positions

- Load-In & Set-Up Volunteer** / Wed-Thu, Apr 25-26 / Shifts: 4 hours between 9a.m.-6 p.m. / Captain: Patrick Mauk
Responsible for packing, lifting, loading and unloading easels, artwork, temporary walls, other supplies. Must be strong and willing to lift. (Need 10+)
- Check-In, Mobile Bid Helper & Check-Out Volunteer** / 5-9:30 p.m. (seated) + Interview, 2 Mandatory Trainings / Captain: Gesture On-Site Manager (*pending*); Co-Captain" Dana Vingris, DD
Responsible for manning 1 of 10 stations to register, help bidders navigate new mobile bidding system, and check-out (pay) (Need 6)
 - must have demonstrated experience working with event software, financial transactions
 - *must attend Check-In, Mobile Bid Helper & Check-Out Training:*
 - *Tues, April 17, 6-8:30 p.m. @ DVAC*
 - *Fri, April 27, 5-6 p.m. during dinner @ event, Sinclair Ponitz Center*
- Welcome / Orientation Guides** / Shift: 6-8 p.m. / Captain: OPEN
Welcome guests from NORTH (2) & SOUTH (2) sides garages, orient them to register, Mobile Bid Help Stations, Live Auction, etc. (Need 4)
- Social Media Promoter Volunteer** / Shift: 7-9 p.m. + "Audition" [Arranged by ED] / Captain: OPEN
Responsible for stories, videos and posts throughout the evening on FB, IG & Twitter (Need 3)
- Live Auction Presenter** / Shift: 7-9 p.m. + Research + "Audition" [Reserved for DALI Group] / Captain: Heather Hime
Work with Executive Director and Auction Chairs to select 1-2 Live Auction artworks to research, meet the artist and present a 2-min introduction of the work during the Live Auction. (Need 5-14)

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- ❑ **Live Auction Art Handlers** / Shift: 7-9 p.m. / Captain: Beth DeVilbiss
Responsible for carrying and showing artwork to Live Auction audience. (Need 4-6)
- ❑ **Art Runners & Breakdown** / Shift: 7-10:30 p.m. / Captain: OPEN; Breakdown: Patrick Mauk
Responsible for removing artwork from easels at designated section closing times and walking them to packing. Also responsible for breaking down event at end of evening, packing, and organizing for Monday pick-up. (Need 10+)
- ❑ **Art Packers & Breakdown** / Shift: 8-10:30p.m. / Captain: Colin Gleason ; Breakdown: Patrick Mauk
Responsible for packing artwork. Also responsible for breaking down event at end of evening, packing, and organizing for Monday pick-up. (Need 10+)

Event Rules

- If you plan to bid, you must register online by April 22 and bid through mobile bidding – however, you may not bid 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.
- We ask that all volunteers wear all black – 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.

Event Timeline

Apr 6, 6-8 p.m.	Auction Preview Opening Reception, DVAC
April 14	Deadline for Volunteer Applications
April 17, 6-8:30 p.m.	Check-In/Check-Out & Mobile Bid Training, DVAC
April 25, 6-9 p.m.	Packing & Load-In, DVAC & Sinclair's Ponitz Center
April 26, 9 a.m.-6 p.m.	Load-in / Set-up, Ponitz Center
April 27	Event Day, Ponitz Center
4p.m.	Mobile Bid / Gesture On-Site Manager arrival
4:30-5:30p.m.	Volunteer Pre-Event Dinner & Nametag Pick-up (location near packing area)
5-6 p.m.	Gesture Volunteer Training (@ dinner)
6 pm	Registration Opens (all mobile volunteers in place: 4 Gesture/6 DVAC, 4 Welcome / Registration Traffic volunteers)
6-6:30 p.m.	Bronze Sponsors + Above Buy It Now Champagne Tour with the Director
6:30 – 9 p.m.	Silent Auction (all items in silent auction mode)
7:30 p.m.	Check Out Opens
7:30 – 8:30 p.m.	Live Auction
8:45 p.m.	Items begin being pulled from easels and taken to packing
9 p.m.	Silent Auction closes; move Raffle Hopper to great hall stage
9:15 p.m.	Raffle Drawing
9:30pm	Pick up opens
10 p.m.	Event Ends
April 28	Text to patrons Thank you & Party Pics
April 30	Packing & Load-Out, Ponitz Center to DVAC

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APPLICATION (please complete and return by April 14, 2018)

Check position you would like to apply for:

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- Welcome / Orientation Guides** / Shift: 6-8 p.m. (Need 4)
- Social Media Promoter Volunteer** / Shift: 7-9 p.m. + Audition (Need 3)
- Live Auction Presenter** / Shift: 7-9 p.m. + Research + "Audition" [Reserved for DALI Group] (Need 5-14)
- Live Auction Art Handlers** / Shift: 7-9 p.m. (Need 4-6)
- Art Runners & Breakdown** / Shift: 7-10:30 p.m. (Need 10+)
- Art Packers & Breakdown** / Shift: 8-10:30p.m. (Need 10+)

Name

Address Number/Street

City

Zip

Email

Mobile

Tell us about your previous volunteer experience

(below for office purposes only)

Today's Date: _____ / _____ / _____

Date: _____ / _____ / _____