

# VOLUNTEER FACT SHEET

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This fact sheet is to be distributed to potential volunteers in need of basic information pertinent to the upcoming event referenced below.

<b>Event Name:</b>	<b>Cystic Fibrosis Foundation's Breath of Life Ball 2009</b>
<b>Date:</b>	<b>Saturday, November 7, 2009</b>
<b>Time:</b>	<b>6:30 p.m. – 12:00 midnight</b>
<b>Location:</b>	<b>Westin Crown Center, One East Pershing Road</b>
<b>Attire:</b>	<b>To Be Determined</b>
<b>Contact:</b>	<b>Jenny Tucker @ 913.481.3386, <a href="mailto:jenny@renzenberger.com">jenny@renzenberger.com</a> Dana Wilson @ 913.384.8997, <a href="mailto:dwilson@cff.org">dwilson@cff.org</a></b>

## Description:

Celebrated as one of the most elegant events of the year with a life-saving purpose! The evening includes exquisite décor and dining, extraordinary live and silent auctions, and an invigorating live musical performance with dancing until midnight. It's a fabulous party for a fabulous cause! For the past 40 years the Breath of Life Ball, with the help of our local sponsors, patrons and volunteers, has raised crucial funding necessary to support our vital mission of finding a means to control and cure cystic fibrosis and to improve the quality of life for those with the disease.

## Volunteer Opportunities:

The following is a list of volunteer opportunities. Please join us!

- **Auction Item Solicitation Committee – 25 volunteers / August 1<sup>st</sup> – October 30<sup>th</sup>**  
We are looking for 25 volunteers to assist with soliciting auction items for the silent auction at the event on November 7<sup>th</sup>. All solicitation will take place prior to the event from August 1<sup>st</sup> through October 30<sup>th</sup>. Primary responsibilities are to create and add to already established “wish list” of auction items, solicit, send letters, follow up with organizations donating, complete appropriate paperwork, and arrange for item pick-up or delivery to CF Foundation office. Each committee member is responsible for approximately 20 auction items.
- **Event Set-Up Crew – 10 volunteers / November 7<sup>th</sup>, 9 a.m. – 1 p.m.**  
We are looking for 10 volunteers to assist with the logistical set-up of the event. Responsibilities include set-up of registration and banking area, event décor, silent auction, live auction, audio/visual requirements and table assignments.
- **Silent-Live Auction / Bid For A Cure Attendants – 10 volunteers / Nov. 7<sup>th</sup> 4:30 p.m. - Midnight.**  
We are looking for 10 volunteers to manage the silent auction, live auction, and bid for a cure program the evening of the event. Responsibilities include answering questions regarding silent auction items available for bid, closing out silent auction tables, delivering winning bid information to the banking area, spotting bids during live auction and bid for a cure program, and assisting guests with pick up of their items.
- **Event Tabulators – 2 volunteers / November 7<sup>th</sup>, 7 p.m. – 10 p.m.**  
We are looking for 2 volunteers to keep a running list of those guests that achieve the winning bid for all live auction items and bid for a cure program. The list will be delivered to banking volunteers for guest cash out.
- **Event Raffle Attendants – 4 volunteers / November 7<sup>th</sup>, 4:40 p.m. – 10 p.m.**  
We are looking for 4 volunteers to assist with one raffle game at the event. Responsibilities will include answering questions regarding game, recording bidder #'s of individuals purchasing raffle tickets and delivering bidder information to banking area.
- **Event Tear-Down Crew – 10 volunteers / November 7<sup>th</sup>, 12 midnight – 3 a.m.**  
We are looking for 10 volunteers who are interested in working on our tear down committee at the conclusion of the event. Responsibilities will include tear down of registration and banking area, décor, audio/visual, and live / silent auction areas. We need 3 people with vehicles to assist in transporting items back to the Cystic Fibrosis Foundation's office location following the event.

**All volunteers who generously donate their time to make this event a success will be provided a buffet dinner the first hour of their volunteer shift the evening of November 7, 2009.**

Thank you for your consideration! We look forward to volunteering with you!