

**The Contemporary Dayton
(formerly Dayton Visual Arts Center)
Annual Art Auction
Volunteer Overview & Application**



Overview of Event

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

Annual Art Auction

Friday, April 26, 2019

at Sinclair's Ponitz Center (Building 12)

Complimentary parking in the Sinclair Garage, enter 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 The Co at one of Dayton's signature art events
- Invite to special Volunteer Appreciation event in May/June

Volunteer Positions

- Load-In & Set-Up Volunteer** / Wed-Thu, Apr 24-25 / 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 & Check-Out Volunteer** / 5-9:30 p.m. (seated) + Mandatory Training
Captain: Lauren Gleason
Responsible for manning check-in and check-out table (Need 6)
 - **Mandatory Training: Tues, April 16, 6-7:30 p.m. @ The Co**
- Welcome** / Shift: 6-8 p.m. / Captain: OPEN (Need 4)
Welcome guests from NORTH (2) & SOUTH (2) sides garages.
- Silent Auction Monitors** / 1st Shift: 6:30-8 p.m. / 2nd Shift: 8:00-9:30 + Mandatory Training (Need 6-9 form ea section; 3 sections)
Captains: Heather Hime & Barb Claudpierre
Responsible for monitoring the silent auction art and assist with bidding
 - **Mandatory Training; Tues, April 16, 6-7:30 p.m. @ The Co**
- 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+)

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- ❑ **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

- 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.
- We also ask that you 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.

Event Timeline

April 1	Deadline for Volunteer Applications (New Volunteers will be scheduled for an interview)
Apr 5, 6-8 p.m.	Auction Preview Opening Reception, The Co
April 16, 6-7:30 p.m.	Check-In/Check-Out & Silent Auction Training, The Co
April 24, 6-9 p.m.	Packing & Load-In, The Co & Sinclair’s Ponitz Center
April 25, 9 a.m.-6 p.m.	Load-in / Set-up, Ponitz Center
April 26	Event Day, Ponitz Center
4:30-5:30p.m.	Volunteer Pre-Event Dinner & Nametag Pick-up (location near packing area)
6 pm	Registration Opens
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 29	Packing & Load-Out, Ponitz Center to The Co

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APPLICATION (please complete and return by April 1, 2019)

Check position you would like to apply for:

- Load-In & Set-Up Volunteer** / Wed-Thu, Apr 24-25 / Shifts: 4 hours between 9a.m.-6 p.m. (Need 10+)

- Check-In & Check-Out Volunteer** / 5-9:30 p.m. (seated) + Mandatory Training (Need 6)

- Welcome / Orientation Guides** / Shift: 6-8 p.m. (Need 3)

- Live Auction Art Handlers** / Shift: 7-9 p.m. (Need 4-6)

- Silent Auction Monitor** / 1st Shift: 6:30-8 p.m./ 2nd Shift: 8:00-9:30 (Need 6-9 per section)

- 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: _____ / _____ / _____