

HANDS OF LOVE SPONSORSHIP BENEFIT & AUCTION

Volunteer Information

Program Name: Hands of Love USA Sponsorship Benefit & Auction

Program Goals:

- Get sponsors secured for 110 orphans
- Raise funds for Hands of Love USA
- Build Hands of Love Reputation in the community
- Raise donations in kind for the auction

Event Volunteer: Oversees all aspects of the Benefit and Auction to ensure success

Each Chair listed below needs volunteers to help them complete the tasks described. All the yellow highlighted chairs listed are open chair positions. Please read the list below and decide what are you will be the best fit and email us your top 3 choices. If you would like to serve as a chair please also let us know. Thanks for your support

Public Relations Chair: negotiating and networking in the community to get the word out about this event; establish contacts with media & have computer/faxing skills

Donations and Sponsors Chair: contacts local businesses & ask for contributions of auction items and general or in-kind donations; Solicit sponsors to sign on at the Gold, Silver or Bronze level to help financially support this event

Volunteers Chair: help recruit volunteers and assign volunteers to tasks/follow up

Entertainment Chair: help to secure the entertainers we will have at the event

Decorating Chair: create and secure decorations for the event including tabletop decorations, banner, entrance table and signage, auction table decorations and stage/podium area decor

Food and Drink Chair: person who can deal with contracts caterers, service personnel & has a culinary sense

Invitation and Program Chair: help getting program and invitations designed and ordered from a printer. Make sure invitations are mailed in a timely manner; sell advertising space for event program

Mailing List & Reservations Chair: person who has been involved in fund-raising for years and knows a great number of people who can contribute guest lists; do seating chart and maintain reservations list for the event. Send out Save the Date for the event

Telephone Solicitation Chair: person with a pleasant voice who is tactful and possesses a good deal of patience to help make phone calls after the invites are mailed; help with solicitation of auction items via telephone

Auction Chair: person who is detail driven, forceful in a nice way, who knows potential givers of services and merchandise, and understands what constitutes desirable auction events; mail letters to businesses and contact hands of love contacts requesting auction items; coordinate collection of auction items that have been donated

Set Up & Clean Up Chair: an operations minded person who has patience and who follows up with task list in a timely fashion before and after the event

A total of 40 to 60 volunteers for the task leading up to and day of event are needed.

Time Commitment: 3 months for organizing, planning & executing the event

Event Date: Friday, November 5th

Location: Olde Town Athletic Club in Marietta GA

To Volunteer please send an email to anna@handsoflove.org.