

SCSF Annual Gala – Volunteer Duties –

All volunteers should arrive at Yerba Buena by 3:45 pm on Saturday March 30th .

3:45 – 5pm – Food Preparation –

this task involves: removing pre-packaged food from plastic cases; setting up platters and small plates for lobby tables and VIP tables; opening 26 bottles of wine for VIP tables. This task can be done by ushers – no lifting involved but must wear gloves for food handling.

VIP table setting prep for each of the 26 tables: 1 small plate with 2 wrapped sandwiches cut in half garnished with grapes; 2 small ramakins filled with 4 chocolate truffles and cashews; 1 bottle of wine; 1 bottle of sparkling water; 4 wine glasses; 4 water cups; 4 napkins.

5:00pm – 6pm – VIP table setup - Note this task will involve moderate lifting – tables are 3'round, about 10 lbs ; Arena staff will set up on ice barriers and carpet before tables and chairs are placed)

VIP table on-ice set-up –

- 1. Unstack tables from cart;**
- 2. Set up 2 rows of 12 tables, 6 tables on each side of the isle**
- 3. Set up 3rd row of 4 high tables, 2 tables on each side of the isle, against the back wall**
- 4. Place 4 chairs to each of the 24 tables in rows 1 & 2, place 2 high chairs on the sides of the two high tables**

VIP Hospitality table set-up – time 5:30pm- 6:30pm:

1. Place table clothes on each of the 24 tables in rows 1&2 and the 4 high tables in the 3rd row
2. Each table will get a number card – 1st row will have tables 1-12, starting with 1 at the south end and 12 at the north window wall; 2nd row tables 13-24 with table 13 at the south end and table 24 at the window wall; the 2 high tables on the south end will have the number 25 and the two high tables on the north side will have number 26
3. Each table will get a bottle of red wine a bottle of sparkling water, 2 wrapped sandwiches garnished with grapes , a cup of 4 chocolate truffles and a cup of cashews, 4 plastic wine and 4 plastic water cups; 4 napkins.

Lobby table set up – time 5pm – 6:30pm:

1. Set up 4 long tables next to rink's wall extending into the main lobby
2. Set up 4 high tables in the middle of the lobby in front of the vending machines
3. Put linen table clothes on the long tables

Lobby Hospitality set up -time 5pm – 6:30pm:

1. Remove sweet treats (brownie bites, mini-cup cakes, etc.) from plastic containers, place on serving platters, and set on tables
2. Remove savory wrapped sandwiches and croissant sandwiches from plastic containers, place on serving platters, and set on tables

Usher Duties – time 6:00pm – 9PM - we will need 12 ushers (all ushers will have a seat in their respective sections) – Note users can also assist with hospitality set up for VIPS and lobby tables:

VIP and General Admin Ticket Table Set ups –

We need 2 persons to staff the VIP ticket table to check in VIP guests and direct them to Section A.

We need 2 persons to staff the general admission table to check in ticket holders and direct them to their designated sections with arena signs.

The Arena will have designated seating areas with alpha signs as follows:

1. **Section A: VIP on ice seating** – tables 1 -26, tickets A1- A26 ; 2 users will be assigned to escort VIPS to their tables
2. **Section B: Lobby Hockey box** - Seats B1-B18 ; 1 user will be assigned to help ticket holders to and from their seats along the ice and will be seated in the hockey box if assistance is needed
3. **Section C: Zamboni Hockey box** – Seats C1-C18; 1 user will be assigned to help ticket holders to and from their seats along the ice and will be seated in the hockey box if assistance is needed
4. **Section D: Lobby Bleachers** – Seats D1-D48 – open seating; 1 usher will be assigned to direct guests -noting seating is first-come, first served
5. **Section E: Zamboni Bleachers** – Seats E1- E48 – open seating; 1 usher will be assigned to direct guests -noting seating is first-come, first served
6. **Section F: North Wall -row 1** – Seats F1- F12, row 2 Seats F13-F24; 1 user will be assigned – showing ticket holders along the 1st and 2nd row;
7. **Section G: North Wall row 1** – Seats G1-G12, row 2 Seats G13-G24; 1 user will be assigned – showing ticket holders along the 1st and 2nd row
8. **Section H: North Wall row 1** – Seats H1-H12, row 2 seats H13-H24; 1 user will be assigned – showing ticket holders along the 1st and 2nd row
9. **Section I: North Wall row 1** – Seats I1-I12, row 2 seats I13-I24; 1 user will be assigned – showing ticket holders along the 1st and 2nd row
10. **Section J: North Wall row 1** – Seats J1-J12, row 2 seats J13-J24 1 user will be assigned – showing ticket holders along the 1st and 2nd row

Clean-up Crew - time 9:30pm – 10pm

At the conclusion of the Gala and when guests have left the VIP area, bring linens, chairs, and VIP small and high tables to the Party Room; put all lobby tables in Party room or under time clock; remove all food prep from the ballet room; collect garbage bags and move to trash area for janitorial services. .