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**Thank you so much for your interest in volunteering!** This fun and exciting event is one you do not want to miss being a part of! Please review the descriptions below and select any committees you would like to serve on here, [Volunteer Committee Signup](#)

If you have any questions or would like to donate or sponsor a live auction item, please email Trish Carter at [Trish@blueridgewildlifectr.org](mailto:Trish@blueridgewildlifectr.org) or by phone at (540) 837-9000. **Thank You!**

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**Live Auction:** This committee plays an essential role in contributing to the success of our fundraising efforts by securing auction items that captivate guests and drive significant contributions. **We need four volunteers to help secure 8-10 high-end auction items.** Examples include a vacation getaway, a chef's dinner at your home, a fishing trip, tickets to a special event, or something special you have in mind! Experiences should connect with the outdoors, nature, and conservation, if possible.

**Tasks involved with this role include:**

- Research and identify potential auction items.
- Provide descriptions of potential items to co-chair(s) and discuss. All auction items must be considered before acceptance to avoid duplication and ensure the items meet BRWC's gift acceptance policy guidelines. Once the item is approved, you will be asked to:
- Provide the donor's contact information, item descriptions, fair market value estimates, photos, and any restrictions such as blackout dates, weather permitting, etc.
- Ensure all print materials are accurate, approved by the donor(s), and received by deadlines.
- Invite the donor(s) to be our guest(s) at the event (limit two guests per auction item).
- Send follow-up thank you correspondence.

**Corporate Sponsorships:** Volunteers on this committee are instrumental in cultivating relationships with potential sponsors. We need four volunteers for this committee. Volunteers will assist with coordinating sponsor packages, communicating with sponsors, and ensuring they receive the benefits associated with the level of sponsorship they choose. A list of potential and returning sponsors will be provided at the first committee meeting.

**Tasks involved with this role include:**

- Identify potential event sponsors and prepare a list with contact information to share with the committee. Utilize search engines to look for corporate foundations or corporate social responsibility programs that focus on environmental initiatives. Chamber of Commerce business directories are often a good source of information.
- Provide sponsor proposals to potential companies in person, by mail, or by email. Articulate sponsorship benefits, use data such as attendee demographics and social media reach, and provide copies of the event's promotional video. Include any opportunities for employee engagement, and check to see if the company has an employee matching gift program. Websites such as Double the Donation or Corporate Giving Directory are helpful tools.
- Review existing sponsor benefits and share your ideas for additional benefits with the committee. Share your list with co-chairs to avoid overlapping. A complete list will be available online via a shared Google doc. BRWC will provide all promotional and advertising materials.

- Collect logos and advertising specifics from confirmed sponsors. Ensure contact information is correct for invitation and program, their guest list is provided, and they know print deadlines.
- Ensure promised benefits are delivered and thank you notes are sent post-event.

### **Patron Sponsorships:**

This committee is vital to the success of our Gala. Patron sponsors contribute nearly fifty percent of the Gala's revenue year after year. We are looking for twelve volunteers to spread enthusiasm about this event. Volunteers identify potential patron sponsors and encourage table purchases from friends and colleagues.

#### **Tasks involved with this role include:**

- Review the patron mailing list and add potential patrons' contact information. BRWC will provide a letter to patrons outlining details and sponsor levels. All printing and mailing costs are provided.
- Review existing sponsor package with the committee and discuss new ideas.
- Ensure patrons' information is correct and submitted on time for all printed materials, i.e., invitations, event signage, and program. Follow up when necessary.
- Be sure the patron's guest list is provided on time and encourage them to provide their guest's contact information before the event.

**\*Logistics:** If you don't have time to commit to the committees already listed but would like to help, the following two committees could be just right for you.

#### **Tasks involved with this role include:**

- Work with the committee chair to coordinate and build table centerpieces and event décor.
- Assist with the delivery of table centerpieces, and placement the afternoon of the event.
- Assist with registration and/or event checkout.
- Greet guests and show them the location of their table.
- Answer questions, ensure event space is clean during the event, and help clean up, tear down, and perform other tasks to ensure smooth event execution.
- Volunteers with AV equipment experience are needed to assist with the sound system and video.
- Auction Spotters assist the auctioneer in identifying and acknowledging bids from the audience.

**Volunteers:** Setup/takedown~4 | Greeters~ 4 | Registration~6 | Event Checkout~4 | Spotters~2 | AV~1 | Auction Recorder1.

### **Public Relations and Individual Ticket Sales:**

- Share event-related social media posts to increase engagement and ticket sales.
- Distribute event flyers and other marketing materials.
- Help brainstorm unique promotions to generate excitement about the event.
- Help with the creation of event video. Share any ideas for press and PR with the committee chair for approval.

**Volunteers:** (Social Media Posts~2 | Flyers, Advertising materials~2 | Chair, Vicki Bendure)