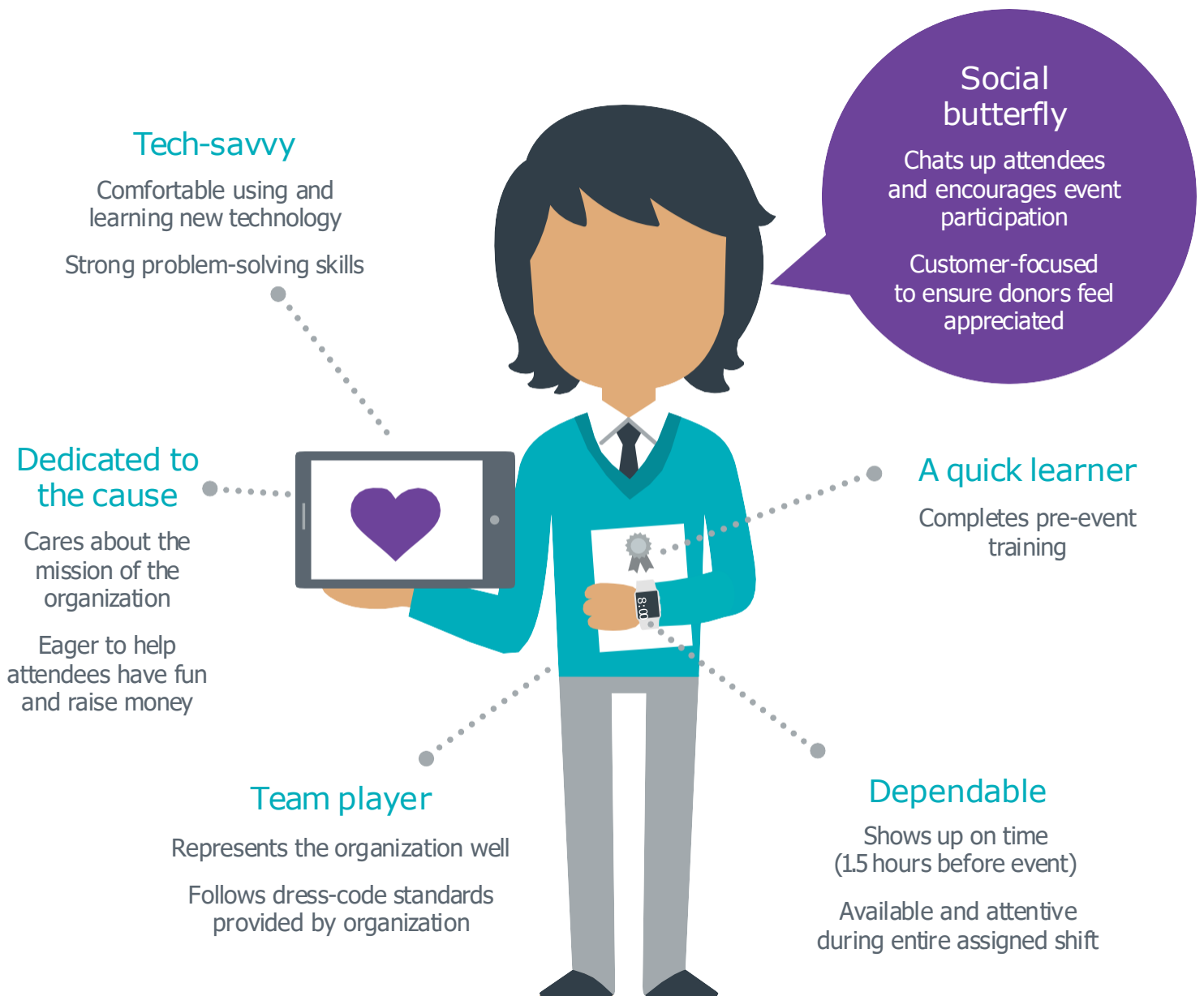


# Profile of an event volunteer

Event volunteers serve as an extension of the organization to enhance the donor's experience and maximize fundraising throughout the event.

An ideal event volunteer looks a little something like this:





## Event volunteer checklist

- Have fun – but remember your first job is to help the event run smoothly!
- Dress according to the organization's guidelines; for some attendees you will be THE face of the organization.
- Complete required pre-training and attend day-of refreshers for your assigned area.
- Show up on time and stay for your entire shift.  
Hint: If you're working Check-Out, plan to arrive 10 minutes early since there's usually a mad dash at the beginning.



## Organization checklist

- Choose passionate and committed volunteers.
- Confirm completion of training.
- Ensure event volunteers are assigned to the following areas:
  - Check in – hand out goodies (swag bags, bid paddles, table assignments, etc).
  - Bid assist – circulate during the event to promote interest and assist bidders and donors.
  - Check out – hand out items to winning bidders.



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