

## 2019 PULL! FOR KIDS VOLUNTEER INFO



**EVENT DIRECTOR CONTACT: Katie Groves cell: 248-321-0880 for day of event**

**VOLUNTEER COORDINATOR CONTACT: Peggy Kerr – office: 248-837-2019 (cell: 248-763-3189 - day of event)**

**Date:** Thursday, September 19<sup>th</sup>

**Location:** The Detroit Gun Club  
2775 Oakley Park Rd  
Walled Lake, MI 48390

**Dress:** Black or blue jeans and comfortable shoes and a collared golf shirt.

\* Lunch and dinner will be provided (as applicable to your shift) - you may also bring your own lunch.

### Set Up

You will be helping to set the event up. Attire is anything comfortable and tennis shoes! You will be setting up signage on the course, around club, hanging cart signs, flower arranging, moving chairs, and any other task need to execute set up.

**10AM-1PM**

**Number of volunteers needed: 3**

### Registration

When guests arrive, they will be greeted by you at the registration table to sign in. Check guests in by last name and provide them with their starting stand location. You will inform the participant to look for their team name on the carts outside.

Check guests in by last name for dinner registration starting at 4:45pm

**1PM-3PM** (tournament registration)

**5PM-6PM** (dinner only registration)

**Number of volunteers needed for each shift: 3**

### Raffle

There are 2 raffles. Both raffles are \$100 per ticket. One raffle is for the Cheer Wagon (wagon is full of donated "cheer"). The other raffle is to be determined with details to follow prior to the event.

Instructions on how to operate the iPads for payment will be given to each team of raffle ticket sales people.

**2PM – 3PM**

**4:30PM-7:30PM**

**Number of volunteers needed for each shift: 4-6  
(2-3 teams)**

### Cigar Cart

You and another person will drive/ride a golf cart throughout the course and offer complimentary cigars to the participants.

**3PM-5PM**

**Number of volunteers needed: 2**

### Photographer's Assistant

Your task will be to assist our event photographer Erin, by going around the course in a golf cart and capturing then names of the participants of the teams.

Additionally, once Erin is done you will take photos to the nearest photo processing store and get 4x6 photos printed. You will need to print 6 of each team so that every participant receives their own copy.

**3PM – 4:30PM**

**Number of volunteers needed: 1**

### Photo Plaque Assembly

You will be stuffing photo plaques to give to the participants at the end of the evening.

**4:30PM-5PM**

**Number of volunteers needed: 3**

### Auction Check Out

Two people will be responsible for checking people out on the iPads during the busy live auction. iPad operating instructions are separate. Instruct all winners to pick up the auction packages at the "check in/check out desk".

**7:45PM-9PM**

**Number of volunteers needed: 3**