A white lamp post with yellow lights

Description automatically generated**Fur Ball 2025 – Aristocats**

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| **Position** | Check-Out |
| **Date & Time** | Saturday, May 10th, 2025 8:00 p.m.-10:00 p.m. |
| **Location** | DoubleTree by Hilton, Banquet Enterance  1775 E Cheyenne Mountain Blvd, COS CO 80906 |
| **Dress Code** | Dressy attire: Dress, dress shirt w/ slacks. Please no jeans, flip flops, crocs, t-shirts, etc. |
| **Point Person** | Claire Gammon, Kelsey Moore, and Ana Sapp |
| **Requirements** | Must be 21+; Must perform well under pressure |

**Thank you for volunteering to help with Check-Out!**

**Please note this role is required to attend volunteer training night on May 1st**

**CHECK-OUT – SEATED**

**1. Assist with set-up of auction items, if needed. Check with Point Person upon arrival.**

* Items will be staged in the silent auction room
* Check-out will be positioned in the Main Hall, in front of the entrances to silent auction room.
* Items will be organized on tables by number.
* Certificates will be located at a separate table with an assigned person.
* Art will be grouped together in number order, regardless of size.
* Must be 21+ to handle any alcohol items.

**2.** **Greet and ask guest(s) to show you receipt on their device (phone, iPad, etc.)**

* Verify receipt indicates “Paid”
* If not paid, follow these steps:
  + Users page – select Checkout
  + Search for guest’s name
  + Begin Checkout – Review items and payment amount with guest
  + Make Payment – Credit Card on File
* If their card is not on file, or they would like to pay with cash or check, please notify the closest Point Person.

**3. Review electronic “Receipt” for info of auction items won by the guest**

* Write your chair # on slip
* Write auction item #s on slip
  + If certificate, write the auction item # in “certificate” column
  + If item, write auction item # in “item” column
  + If item comes with a certificate, write item # in both columns on same line
* Verify item #s written on slip with “Items List”
* Raise arm to signal runner to take slip and retrieve items
* Runner will bring items and return slip to you
* Verify item numbers to slip numbers

\*\*\* Be attentive to guests while waiting for items. \*\*\*

**4. Give item(s) to guest and THANK GUEST FOR THEIR SUPPORT!**

* If asked for help to take items to car, notify runner IF available – ***check with Point Person***.

Shape

**CHECK-OUT – RUNNERS**

**1 . Assist with set-up of auction items, if needed. Check with Point Person upon arrival.**

* Items will be staged in the silent auction room
* Check-out will be positioned in the Main Hall, in front of the entrances to silent auction room.
* Items will be organized on tables by number.
* Certificates will be located at a separate table with silent auction attendant Point Person.
* Art will be grouped together in number order, regardless of size.
* Must be 21+ to handle any alcohol items.

**2 . Gather auction items for guests**

* Check-out volunteers will sit at tables in chairs labeled with a number
* Seated volunteers will write the auction item # they need on a slip and will raise their arm when ready for a runner to retrieve the item.
* Runners will retrieve slip from seated volunteers.
* If the auction winning is a certificate, # will be in certificate column; if it is an item, # will be in item column.
  + If item comes with a certificate, # will be written in both columns.
  + If item comes with certificate, go to item first to see if certificate is attached, as they will be bundled with the item whenever possible.
* Take items and slip back to the chair # marked on slip.
* If you need to gather more than you can carry, ask for assistance! There will be a few wagons in or near the auction room which can be used to collect items and/or assist guests in getting items to their cars.
* Retrieve the next slip.

*\*Note: It is helpful to try and remain behind/with the same seated individual as much as possible, to avoid confusion.*

If you are having any issues, such as finding an item, flag an available Point Person. If you are asked to take items to a guests car, check with a Point Person prior to doing so.