A white lamp post with yellow lights

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

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| **Position** | Registration & Check-In |
| **Time** | Saturday, May 10th, 2025, 3:30 p.m. – 7:30 p.m. |
| **Location** | DoubleTree by Hilton, Banquet Entrance 1775 E Cheyenne Mountain Blvd COS, CO 80906 |
| **Dress Code** | Dressy attire: Dress, dress shirt w/ slacks. Please no jeans, flip flops, T-shirts, etc. |
| **Point Person** | Claire Gammon, Kelsey Moore, and Ana Sapp |
| **Requirements** | Must be tech savvy and perform well under pressure |

**Thank you for volunteering to help with Registration & Check-In!**

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

**1.** Assistin setting up registration tables and organizing programs. Programs will be arranged in numerical order at the point of entry.

**2.** Guest Check-In using the *GiveSmart* platform – register guests for the event and silent auction. Please see additional training videos, Guest Check-in SOP, and *GiveSmart* cheat sheet provided on or closer to training night.

Some volunteers will check in guests by using the *GiveSmart* platform on a provided iPad. Other volunteers will be stationed behind them to find the correct program number(s) and “ears” when called out by the seated volunteer. \*If you are a seated volunteer- After your runner retrieves the correct programs, please look at the table number on program and show the guest(s) where their table is in the ballroom, using the given map.

**3.** When in direct contact with guests, please be kind and attentive: Thank guests for coming to Fur Ball and

wish them a pleasant evening! If you encounter any issues, please notify the nearest available Point Person

**HOW SILENT AUCTION WORKS ON SMARTPHONE/DEVICE**:

Guests register their smart phone by texting “Aristocats” to 76278 and follow the prompts to register. They receive a “welcome” text message taking them to a personal bidding page. After bidding on an item, they are notified by text when/if they are outbid. When the auction closes, they receive a text message with check-out and payment instructions.