

2011 RED DRESS PARTY VOLUNTEER POSITIONS

Thanks for volunteering! CAP is thrilled that Pivot is once again a beneficiary of funds from the Red Dress Party. As such, CAP provides a portion of the volunteer support for the event. While the *Red Dress Party is not a CAP-organized or CAP-run event*, we are grateful for your help.

DATES & ASSIGNMENTS	VOLUNTEERS NEEDED	SHIFT
SATURDAY, APRIL 16: SET-UP & THE PARTY		
Event Set Up – Prepare venue for event, hang signage and décor, unpack and organize supplies, set tables, etc. Lifting required. Volunteers are needed to pick up and deliver some supplies; volunteers with vehicles are preferred.	5 volunteers	10:00 AM-3:00 PM
Food Replenishment, First Shift – Patrol food tables and make sure that there is always food available in the VIP and general party spaces. Food must be handled according to its storage and service instructions, provided in the food room. Includes one hour of food & drink prep at the beginning of shift.	3 volunteers	7:00 PM-11:00 PM
Food Replenishment, Second Shift – Patrol food tables and make sure that there is always food available in the VIP and general party spaces. Food must be handled according to its storage and service instructions, provided in the food room. Final hour of your shift includes clean-up and street clearing duties.	3 volunteers	10:30 PM-3:00 AM
Bar Back, First Shift – Assist bartenders in each bar area with whatever they need. Typical duties include refilling the drink dispensers and bringing them ice, cups and napkins as needed. Includes one hour of food & drink prep at the beginning of shift.	5 volunteers	7:00 PM-11:00 PM
Bar Back, Second Shift – Assist bartenders in each bar area with whatever they need. Typical duties include refilling the drink dispensers and bringing them ice, cups and napkins as needed. Final hour of your shift includes clean-up and street clearing duties.	5 volunteers	10:30 PM-3:00 AM
Sanitation Patrol, First Shift – Patrol the building to ensure that garbage cans are in convenient locations and are emptied when full. All garbage must be removed from the building and placed in the dumpster or recycling bins as appropriate. Includes one hour of food & drink prep at the beginning of shift.	3 volunteers	7:00 PM-11:00 PM
Sanitation Patrol, Second Shift – Patrol the building to ensure that garbage cans are in convenient locations and are emptied when full. All garbage must be removed from the building and placed in the dumpster or recycling bins as appropriate. Final hour of your shift includes clean-up and street clearing duties.	3 volunteers	10:30 PM-3:00 AM
Rover, First Shift – Shadow the event manager, Kristin, and run whatever errands she deems necessary. Possible duties include checking traffic flow at doors, overseeing volunteers while she is seeing to other duties, etc. Includes one hour of food & drink prep at the beginning of shift.	1 volunteer	7:00 PM-11:00 PM
Rover, Second Shift – Shadow the event manager, Kristin, and run whatever errands she deems necessary. Possible duties include checking traffic flow at doors, overseeing volunteers while she is seeing to other duties, etc. Final hour of your shift includes clean-up and street clearing duties.	1 volunteer	10:30 PM-3:00 AM
SUNDAY, APRIL 17: CLEAN-UP & TEAR-DOWN		
Sunday Cleaning – Sweeping, clearing props (as directed by Red Dress Party staff), loading moving truck and general clean-up of all party spaces.	20 volunteers	10:00 AM-3:00 PM

SIGNING UP TO VOLUNTEER:

To sign up please contact Volunteer Coordinator Marc Kochanski (mkochanski@cascadeaids.org or 503.278.3814) or Pivot Coordinator Brad Forkner (bforkner@cascadeaids.org or 503.278.3862). We will refer your name to the Red Dress Party volunteer coordinators. Your contact during your volunteer shift will be Kristin, the Red Dress Event Coordinator, not CAP staff.

DRESS CODE:

Volunteers at the Red Dress Party should wear all black. Wear comfortable shoes! The floors are concrete and you will be standing most of the evening. Volunteers for Set Up or Tear Down shifts should dress for comfort. Wear something you don't mind getting dirty. And wear very comfortable, sturdy shoes.

LOCATION & PARKING:

The 2011 Red Dress Party will be at 535 NW 10th Ave @ Hoyt Street. It is a raw warehouse space used previously as art gallery space. Parking in the Pearl is very difficult; volunteers are encouraged to use the Smart Park garage at Station Place across the street.