

# LIFE Event Staffing



## Run of Show

EVENT DATE :

EVENT NAME :

Site URL:

Platform being used:

## Points of Contact

Organization	Name	Cell Phone / Email	Role
LIFE Event Staffing			Event Manager
CLIENT			Main Point of Contact
			Volunteer Coordinator
			Contact at Check-in
			Live Auction & Appeal Auditor
			Auctioneer
			Contact at Checkout

## Event Overview

Feature	Description
Venue & Address	
Parking Details	
Expected Attendance	

Wifi Details SSID: Pass:	(Open / Closed) Network Network Name: Pwd:
	Cell Phone: Ema
CLIENT Visuals	Bids Display: [insert URL here] Donations Display: [insert URL here]
Special Event Requirements	

## Event Schedule

Time	Event
	LIFE Event Staff arrive at venue –
	LIFE Event Staff meeting & Setup begins
	Walkthrough with A/V and/or Auctioneer/MC
#:##am/pm	Volunteer/Staff training – (Client Name) to coordinate volunteers Check-In/Check-Out: Bidding Assistant Wine Pull/ Plant Sales-Sales: Live Appeal/Live Auction Spotter or Auditor:
	Check-in opens (15-30 min. before “official” start time)
	Guest arrival time (Specify if different VIP start time)
	Program begins Dinner
	Live Auction <i>13 items (2 possible duplicates)</i>
	Appeal (button in website)
	Silent Auction ends; Auction winners notified: Hard close
	Check out opens
	Event ends; Review financials & outstanding balances with Client

## Event Logistics

CHECK-IN	
Main Contact for Check-in	to be responsible for answering all guestlist related questions
Colleen/Marie	CLIENT to provide NUMBER (#) Check-in Volunteers
Attendance & Ticketing	CLIENT expects [ ] guests to attend. i.e. Will tickets be available at the door? NO

Handing Out	Name badges & lanyards
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### SILENT AUCTION

Main Contact for Silent Auction	
Staff	CLIENT to provide NUMBER (#) bidding assistants

### Plant/Centerpiece Sale

On Sale Item Format	

### ON-SALE ITEMS

Main Contact for On Sale Items	(Client Name) to be responsible for answering all on-sale item related questions
On Sale Item Format	Heads & Tails beads Guessing game Wine/Spirit pull
Staff & Flow	Volunteers will sell these and provide tracking sheets to LES to enter

### LIVE AUCTION

Main Contact for Live Auction Audit	(Client Name) to be responsible for maintaining an accurate audit of all Live Auction winners and winning bid amounts; (Client Name) to be responsible for video/audio recording
Live Auction Flow	
Staff	

### APPEAL

NONE	(Client Name) to be responsible for maintaining an accurate audit of donations
Appeal Flow & Format	

Text Message	
Staff	NUMBER (#) CLIENT, placed around the room, will collect/record name and/or donation amount from donors

CHECKOUT	
Main Contact for Checkout	
Staff volunteer	
Notification	
Check Out Logistics	<p><i>(For guests who have completed payment through a self checkout link:)</i>            Guest will approach check out table and present paid receipt for item redemption</p> <p><i>(For guests who have not completed payment through the self checkout link:)</i>            LIFE Event Staff will ask for the guest's name, pull up their receipt and notify the guest of the items they won, the outstanding balance, and card on file - staff will process payment and direct winners to retrieve their items.</p>
Redemption Logistics	
Outstanding Balances	Review outstanding balances with client before running cards

## Communication Strategy

Time	Title	Content	Completed
	Unsold Items	Text: Find great deals and support ORGANIZATION - Click ##NOBIDSLINK## to see the auction items with no bids! [Items w. No Bids link]	
	15 Minute Warning <b>Set count down clock</b>	Text: 15 MINUTE AUCTION WARNING! Click ##NOBIDSLINK## to see the items with no bids before bidding closes at #:#PM. [Items w. No Bids link]	
	Winner's Message [w. Self Checkout link]	Text: Congratulations, you have won! Please come to the checkout to claim your item(s). Visit ##PAYLINK## to pay your remaining balance. [Payment Instructions link]	

###pm	Donate	Text: Please visit ##DONATELINK## to make a donation. We truly appreciate your support! <i>[Make a Donation link]</i>	
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SPECIFIC TRAINING TASKS	Completed
CHECK IN: Example of a pre-registered guest: Example of someone with just name in system: Example of a guest profile:	

POST EVENT WRAP-UP TASKS (To be completed within 24 Hrs Post-Event)	Completed
Complete Event Debrief Form in Armada App	