

# Heathcote Botanical Gardens – Tea in the Gardens Volunteer Sign Up Sheet

**Food Prep:** Saturday AM, **Week of Event:** As Needed, **Setup:** Sunday, 9am – 12:30  
**Tea:** Sunday, 12:00 – 4:00, **Clean Up:** Sunday, 3:00-5:00

Name: \_\_\_\_\_

Email: : \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone # \_\_\_\_\_ Alt Phone : \_\_\_\_\_

Any physical restrictions or limitations? (to best place you ) \_\_\_\_\_

**FOOD PREP (4): Saturday AM** \_\_\_\_\_ **WEEK OF EVENT: Circle M T W TH F**

<b>JOBS</b>	<b>Set up Sunday</b>	<b>TEA – Sunday</b>
	<b>TIME 9:00 - 12: 30</b>	<b>TIME 12:00 - 4:00</b>
<b>Assign me where needed</b>		
Volunteer Check in/Help Desk (1,1)		
Silent Auction Prep (3)		
Auction Set Up (4)		
Event Set Up (6-8)		
Registration/Check in (2)		
Greeter (1)		
Auction Monitoring (3)		
Serving(10)		
Auction Check out/bank (3)		
Parking (1-2)		
Clean-up (6) (3pm-5)		
Kitchen (2)		

## Week Before the event

**Daily 10-2** General office help, getting linens ready, gathering supplies, etc.

**Auction Prep (3)** Get donations ready. Prepare baskets and packages. Prepare Bid sheets and match them to items. Make and maintain a list of auction items//donations to be used for the master list. On Friday/Saturday, make sure auction items are ready to go onto table.

**Wednesday, Friday 9-3** setting up tents, tables, chairs

**Food Prep (Saturday AM)** Sandwich making and baking – work with food subcommittee

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## Morning of Event Preparations 9:00 – 12:00

**Volunteer Check in desk (8:30-12:30)** Assist with volunteer sign-in and guide volunteers to their designated areas. Make sure volunteers have water and tools needed for tasks. Morning worker please arrive by 8:30am.

**Auction Set Up (4)** Cover tables with tablecloths and attach skirting. Take auction items from house to auction site. Set up & arrange tables, auction items. Place pens, etc. on tables. Match Bid Sheets with items.

**Event Set Up (6-8)** Set up tables and chairs setting each table with tablecloths, dishes, etc. . . . Set up tables for servers to serve from. Set up tables and signs for registration, etc. Set up an easel for the white board for checkout.

## Event Volunteers 12:00 – 4:00

**Volunteer Check in desk (12-4)** Assist with volunteer sign-in and guide volunteers to their designated areas. Make sure volunteers have water, breaks. Afternoon worker please arrive by 12 noon

**Registration/Check In (2)** Sign in guests who have registered and paid for tickets in advance. Sell tickets and register new guests. Give out programs

**Greeter (1)** Greet guests, answer questions, be a general Ambassador for the Garden.

**Auction Monitoring (3)** Provide security for silent auction items; assist guests with recording bids on Silent Auction Bid Sheet. Assists guests with picking up their items. Make sure bid raises are honored, Collect Bid Sheets at the end of auction

Write the winners on “Winner’s Board”. Take bid sheets to bank/checkout.

**Serving (10)** Put food on serving plates and serving items on the table. Deliver food to tables. Fill teapots as needed. Clear tables into carts for transport to kitchen for cleaning.

**Auction Check out/bank (3)** Write winning bidders on the winners board. Sort out auction forms, and add up winning bidders. File completed forms for silent auction results in winner's folder; calculate total amounts owed by each bidder, collect payments.

**Clean-up (6)** (3pm - 5) End of the event. Help clear tables. Take linens off. Take down tables and chairs. Trash collection. Supplement kitchen help if needed.

**Kitchen (2)** Wash/dry dishes during and after event. Keep kitchen area tidy.

**Parking (1-2)** Direct guests and volunteers to parking areas. Assist with loading auction winner’s cars.

**Please mark your 1<sup>st</sup> & 2<sup>nd</sup> choices for volunteer job and time. See attached job descriptions.**

**Please return completed form or email your information and preferences to:**

**RETURN TO Heathcote Botanical Gardens~210 Savannah Road ~ Ft. Pierce, Florida 34982 ~  
[volunteer@heathcotebotanicalgardens.org](mailto:volunteer@heathcotebotanicalgardens.org) Fax: 772.489.2748, Phone: 772.464.4672**