

Corks for a Cause
July 27, 2024, 5-9pm

Event Outline

5:00 Doors open

5:00-5:30 DJ (Jason)

5:15-6:30 Dinner

5:30-6:00 Music (Trent Pettz)

6:00-6:30 Music (Sam Woolf)

6:45-7:00 DJ

Say a few words- introduce Crescent Cove founder Video plays

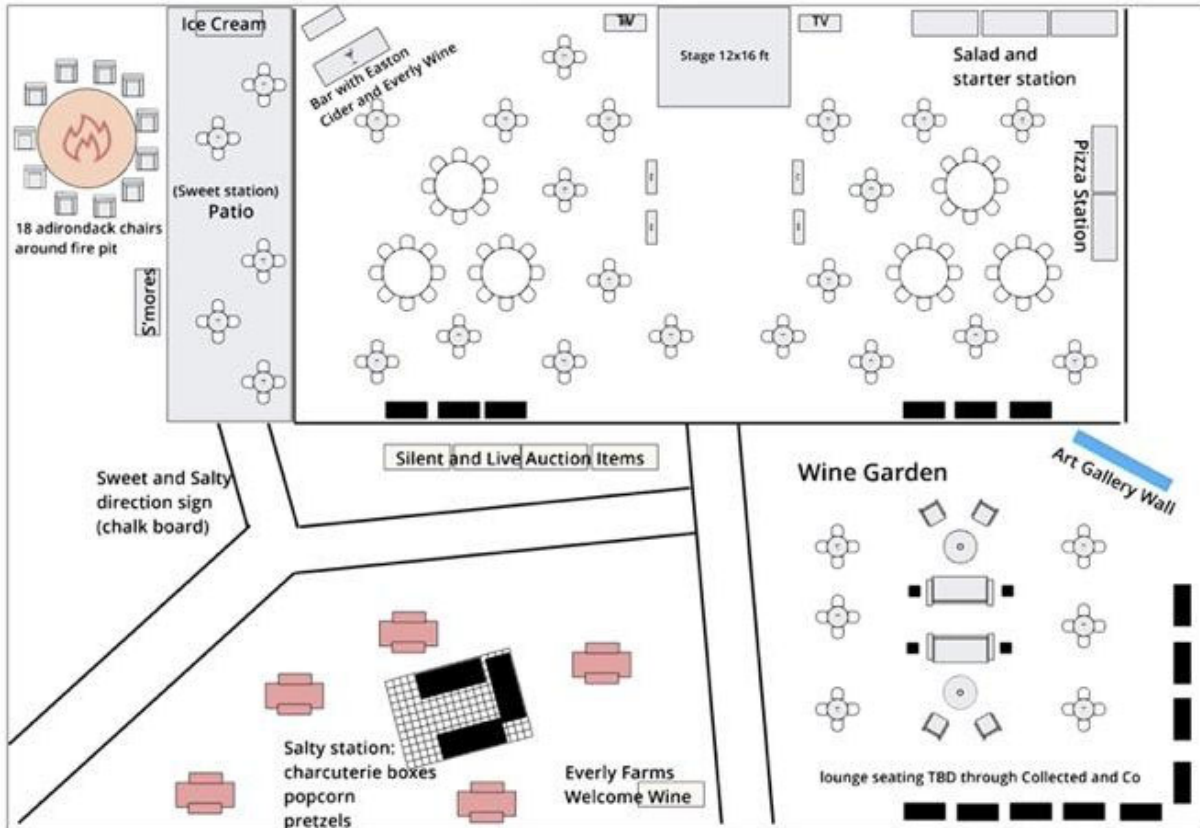
(Special Video) 7:00 Mike Young

7:05-7:30 Crescent Cove Founder and Family speaker



Tent:

- Stage with 2 TVs
- 5 Banquet tables
- Bar and bar-back
- 12 round tables with 8 chairs each (96 seats)
- 13 hightop tables with 4 stools each (52 seats)
- 4 ottoman benches (12 seats)



STAFF & VOLUNTEER ROLES
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TEAMS:

Set-up Team

- (need 14-18 people)
- Staff leads: Devin & Elisa
- Winery set up - 4 people
- Decor set up - 4 people
- Food set up - 4 people
- Silent Auction set up - 2 people
- Art Wall, Smores Cart and Ice Cream set up - 1-2 people
- Vendor greeter - 2 people

Parking & Golf Cart

- (need 4-5 people)
- Staff lead:
- Golf cart driver:
- Volunteers to direct parking - 3

Check-In

- (need 4 people)
- Staff lead: Katy Glitsos, Crescent Cove
- Staff:
- 2 volunteers on each side of welcome entrance - 4 people

Check-in greeter

- Greeters and welcome wine - 3 people

Winery ambassadors

- Staff lead: Sean
- Volunteers/pourers - 10 people
- Winery ambassadors/pourers - 2/12

Talent Wranglers

- (need 2 people)
- Staff lead: Jason
- Program time-keeper:

Tech assistant

- (need 2-3 people)
- Staff:
- Sound and TV:

Silent Auction & Donation Forms

- (need 6 people)
- Staff lead: Elisa
- Crescent Cove Rep:
- Volunteers needed (4 people)
- Silent Auction Tables - 2 people
- Art wall - 1 person
- Donation form - 1 person during event
 - 4 total (parking volunteers and greeters) hand out after impact speech

Raffle

- Staff lead:
- 2 volunteers:

Silent Auction Wrap-Up (2 shifts post program)

- Staff lead: Elisa
- (5 volunteers):

Check-out Ambassadors

- Volunteers: (2)

Raffle, Silent and Live Auction Check-Out

- Staff lead: Elisa
- (need 4 people)

Social media coverage -**AV/Program lead****Breakdown Team (details cont. next page)**

- ALL STAFF
- Signage, auction items, check-out area, linens

VOLUNTEER ROLE DESCRIPTIONS

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Pre-event roles 1:30-4 p.m.

Winery Set Up: Unbox wine, place linen on tables, put up wine description signage, unbox event wine glasses

Decor Set Up: Place linens on tables and tie high top sashes, assemble flowers in bud vases, set out candles, place program signage throughout venue, work with team to make sure everything looks neat

Food Set Up: Set up food stations, and meet with chef to understand the process for refreshing each station and handing out food

Silent Auction Set Up: Work with Elisa to set up Silent Auction tables with descriptions

Art Wall, Smores Cart and Ice Cream Set-Up: Prep each station

Event pre-program role descriptions: 4:30-7:30pm

Parking:

Greeter: Position yourself just inside the entrance to welcome guests upon arrival. You will hand out welcome wine and direct them into the tent.

Check-in: Provide valuable assistance during guest check-in, entering credit card information into the OneCause software.

Winery ambassadors: pourers

Silent Auction & Donation Forms Silent Auction Tables, Art wall, Donation form - 1 person during event and hand out after impact speech

Raffle

Program Role Descriptions: 7:15-8pm

Breakdown check-in:

Silent Auction Wrap-Up & Prep Check-out: Throughout the program, organize silent auction prizes according to the respective winners in preparation for check-out. Tasks include dismantling items such as art wall, repositioning tables to facilitate smooth check-out operations, and consolidating auction packages for individuals who have won multiple items. Your aim is to ensure that check-out is efficiently set up and ready by 8:45 for when the event is wrapping up

Food Pull:

Raffle wrap up:

Post program and event Role Descriptions: 8:30 - 10:00

Check-Out: Assist with helping guests check out at the end of the program. Duties include distributing silent auction items to winners and facilitating payment collection. Ensure a great experience for guests with their final transactions and thank them for their support.

Staff lead:

Check-out ambassador: As the event program wraps up and attendees exit the venue, thank them for coming, and inquire if they require assistance with checking out or collecting any silent auction items they've won. For those needing check-out services, efficiently guide them to the designated lines while maintaining a welcoming and efficient atmosphere.

Farewell ambassador: As guests depart from the large tent area, express gratitude for their attendance, reminding them to get home safely. Ensure each guest has their wine glass and hand out remaining charcuterie boxes. Offer assistance or golf cart ride if needed.

Event Breakdown: After guest departure. Assist staff in collecting remaining donation forms, signage, decor items (floral, linens, etc...), collect/rebox any unused wine glasses, box up unopened wine from MN wineries. Any opened MN wineries bottles can go home with volunteers.