



VOLUNTEERS NEEDED!

**20th Annual Historymakers Awards Gala
The Westin Bonaventure Hotel & Suites, Los Angeles
404 South Figueroa Street, Los Angeles, CA 90071
THURSDAY, SEPTEMBER 15, 2016**

Each year, the Chinese American Museum (CAM) relies on a quality workforce comprised of community advocates, working professionals, students, retirees, personal friends, and family members to power this important fundraising event.

Join the 2016 Historymakers VOLUNTEERS TEAM!

- **Meet and work alongside other community-minded volunteers!**
This event attracts about 70+ volunteers each year. All participating volunteers will be provided lunch and/or dinner, complimentary parking, as well as a special *thank you* gift as a token of our appreciation.
- **Access our popular Silent Auction area!**
Great gifts like artwork by community artists, restaurant certificates, jewelry, specialty items, museum gift baskets, and more awaits your bidding! Normally, you would have to be a dinner guest at \$350/seat to gain entry to this area. As a volunteer, you'll have an opportunity to bid on these fabulous items to your heart's content! *(For event shift volunteers only)*
- **Experience the behind-the-scenes adrenaline of this large-scale event!**
Whether you're helping to set up the event or helping to operate it, you'll gain hands-on knowledge and experience on how a major fundraiser unfolds from concept to inception, on event night!
- **Contribute to CAM's future!**
The Historymakers Awards Gala is CAM's major annual fundraiser; proceeds raised will help sustain museum operations and programs for the community to access. Play an active role in helping to continue arts, history, culture and education for the public!

HOW TO SIGN UP

Volunteers can choose to work **ONE** or **BOTH** shifts:

DAY SHIFT

SET UP SHIFT: Between 11 a.m. – 5 p.m. (3 hour minimum)

Volunteer Check IN: 11 a.m. (We ask that all volunteers be prompt.)

Volunteer Check OUT: No later than 5 p.m.

When/Where: Thurs., Sept. 15, 2016 at the Westin Bonaventure Hotel in downtown Los Angeles

SET-UP: Volunteers will be assisting with the following activities:

- Banquet room set up
- Silent auction set up
- Centerpieces and gift bags
- Program books
- Hospitality

*All volunteers signed up for this shift will be provided lunch.

ATTIRE: Please arrive in comfortable/casual clothes and shoes, as many of the volunteer assignments require you to be on your feet and moving around. You may also want to bring along a light sweater in case it gets cold inside the hotel. You are strongly advised to leave all important valuables at home as we have no secured place to store them. Do not bring anything that you would mind carrying with you during your shift.

PARKING: Parking fees will be fully subsidized by CAM, at designated lots only. Parking lot information will be provided in the General Event Information packet.

EVENT SHIFT

EVENT SHIFT: 4 p.m. – 10 p.m.

Volunteer Check IN: 4 p.m. (We ask that all volunteers be prompt.)

Volunteer Check OUT: 9:30 p.m. (*tentative - may end earlier)

When/Where: Thurs., Sept. 15, 2016 at the Westin Bonaventure Hotel in downtown Los Angeles

EVENT DUTIES: Volunteers will be covering the following various positions:

- Silent Auction (runners and table monitors)
- Guest Registration
- Cashiering / Will Call
- Volunteer Registration / Hospitality
- VIP Hospitality
- Clean-up

*All volunteers signed up for this shift will be provided dinner.

HOW ROLES WILL BE ASSIGNED: Volunteers will be assigned their positions based on *area of greatest need*. I am only taking requests from those who do NOT wish to work in a particular area.

ATTIRE: Please arrive dressed in **business** or **evening wear** (no jeans, tennis shoes, sandals, etc.) This is a very elegant affair so volunteers are asked to reflect that in their attire accordingly. Volunteer assignments will require you to be on your feet and moving around so come with comfortable shoes as well as a light sweater in case it gets cold inside the hotel. You are strongly advised to leave all important valuables at home as we have no secured place to store them. Do not bring anything that you would mind carrying with you during your shift.

PARKING: Parking fees will be fully subsidized by CAM, at designated lots only. Parking lot information will be provided in the General Event Information packet.

CONTACT

If you are interested in becoming a volunteer, please email: volunteer@camla.org.

FOR MORE INFO: <http://camla.org/historymakers>

THANK YOU!