

VOLUNTEERS FOR BATTERSEA BALL 22ND NOVEMBER 2025

Event co-ordinator

Main point of contact for the evening and oversee the running of the event. Co-ordinator between Smart and Charity and between main volunteer leads/their teams.

Volunteer Co-Ordinator

Work closely with event co-ordinator (hours 16.30 – 22.00). Will need to be available for one meeting before the event to receive all necessary information. Will be responsible for overseeing all on site volunteers. Will be in charge of ensuring all have their relevant instructions, equipment (hand sales devices plus) if needed, know where they are going, what they are doing etc and know when they have left. Help co-ordinate any raffle ticket collection before the draw.

Front of House

4 people minimum needed to help scan tickets as guests arrive. Must have a mobile phone, be happy to download an app to do this. Mainly positioned outside (under cover) but do bring an over coat! Timings 17.00 for doors/people to start coming in 18.00 – event starts at 18;30 should be finished by 20:00.

Magic Tree

Committee can help transport prizes/boxes from Caius House to venue in the morning– magic tree team then to set up tree, organise people to stay with it for the rest of the day/night. Suggest **5/6** people to sell tickets – two take payment, two find/give out prizes – one oversees and takes cash. Timings approx. 10 am set up time then rotas of say two hours? Until 17:45 when sellers should be there to receive briefing – time at the end will depend on what time it sells out. Two people needed from 22:30 til the end 01.30 to hand out any alcohol which has been won and needs collecting.

Raffle Ticket Sellers

8/10 people needed. Will work in pairs. Will be responsible for going to their allocated set of tables and sell raffle tickets to win a Cash prize. Will have a card machine per couple and will also be able to take cash. Will need phone to download app onto for sales.

Auction spotters

Could be the Raffle ticket sellers' group? – need about 6/8 instructions to be given by volunteer coordinator/event coordinator depending on the night (timings as above if same group).

Compare/announcer

Someone to call out events/promotions on the night from start to approx. 10.30 at the end of the auction (tbc).

Community Choir Coordinator

To meet and greet the choir – make sure they know where they are going, that they get their snacks – help co-ordinate them on and off the stage and that they know where their tables are at the back of the room – timings approx. 5.30pm – 8pm.

Prize Distributor

To help hand out the prizes at the end of the evening that cannot be given out before people leave either because they are large/alcohol have been won in the raffle 21.30 - end of evening - will be supported by committee/panel members.

For more information/discuss options please email Kate Meacock on ball@bcpp.co.uk