

Volunteer Sign Up Sheet

Event Location Event Location Event Date Volunteer Dates

YWCA Helena Rise & Shine Benefit Breakfast Helena Civic Center Ballroom Helena Civic Center Ballroom 9/24/25 7/29/2025 - 9/24/2025

Date needed	Activity	Location	Type of Activity	Hourse Needed	Volunteer Name	Hours Available	E-mail
			PREP				
7/29/25	Inventory supplies	Storage	Prep start 8 am	8	Chris	8	
7/29/25	Inventory supplies	Storage	Prep start 8 am	8			
8/7/25	Host table captain kick-off	Fire Tower coffee	Assist Host 6:30-7:30 pm	1			
August	design social media PSA's	Self-paced	at leisure - tech	2			
August	design countdown to event	Self-paced	at leisure - tech	1			
August	develop reels/ social media	Self-paced	at leisure - tech	2			
August	help with seating chart	Self-paced	at leisure - tech	rolling			
August	writers for news column	Self-paced	at leisure - composition	2			
August	writers for news column	Self-paced	at leisure - composition	2			
August	writers for news column	Self-paced	at leisure - composition	2			
August	help solicit for table captains	Self-paced	marketing self-paced	3			
August	help solicit for sponsors	Self-paced	marketing self-paced	3			
			SET UP DAY BE	FORE			
9/23/25	load and offload supplies	Civic Center	physical lifting 4-6:00 pm	2			
9/23/25	load and offload supplies	Civic Center	physical lifting 6-8:00 pm	2			
9/23/25	load and offload supplies	Civic Center	physical lifting 4-8:00 pm	4			
9/23/25	set table cloths	Civic Center	table set 6-7:00 pm	1			
9/23/25	set table cloths	Civic Center	table set 6-7:00 pm	1			
9/23/25	set table ware	Civic Center	table set 6:30-8:00 pm	1.5			
9/23/25	set table ware	Civic Center	table set 6:30-8:00 pm	1.5			
9/23/25	place table #'s	Civic Center	table set 7:00 pm	l			
9/23/25	set newspapers	Civic Center	table set 7:00 pm	l			
9/23/25	help Megan with vignettes	Civic Center	lift, stage, assist start at 6 pm	2			
0/24/25			DAY OF EVE	NI			
9/24/25	parking garage attendant	Civic Center	help with meter; 7 - 8:30 am	1.5			
9/24/25	parking garage attendant	Civic Center	help with meter; start at 7 - 8:30 am	1.5			
9/24/25	assemble food centerpieces	Civic Center	6:30-7:30 am	1			
9/24/25	assemble food centerpieces	Civic Center	6:30-7:30 am	1			
9/24/25	ensure caterer tables are set food on Y catered table	Civic Center Civic Center	6:30-7:30 am 6:30-7:30 am	1			
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9/24/25 9/24/25	food on Y catered table	Civic Center	6:30-7:30 am	1			
9/24/25	brew lots of coffee prepare coffee carafes	Civic Center Civic Center	6:30-8:00 am 7-8:00 am	1.5 1			
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9/24/205 9/24/25	prepare coffee carafes	Civic Center Civic Center	7-8:00 am 7-8:00 am	1			
9/24/25	prepare juice carafes prepare juice carafes	Civic Center	7-8:00 am	1 1			
9/24/25	carafe runner/server	Civic Center	7-8:00 am	2			
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9/24/25	carafe runner/server	Civic Center Civic Center	7-9:00 am 7-9:00 am	2			
9/24/25	carafe runner/server	Civic Center	7-9:00 am				
9/24/25	table captain usher	Civic Center	7-9:00 am 7:15-8:15 AM	2			
9/24/25		Civic Center	7:15-8:15 AM	1.5			
9/24/25	table captain usher registration check in	Civic Center	7:15-8:15 AM 7:15-8:15 AM	1.5			
9/24/25	registration check in	Civic Center	7:15-8:15 AM	1.5			
9/24/25	guest usher	Civic Center	7:15-8:15 AM	1.5			
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9/24/25	guest usher	Civic Center Civic Center	7:15-8:15 AM 7:15-8:15 AM	1.5 1.5			
9/24/25	guest usher strike event/clean	Civic Center	9:15 - 11:15 AM	2			
			9:15 - 11:15 AM				
9/24/25 9/24/25	strike event/clean strike event/clean	Civic Center Civic Center	9:15 - 11:15 AM 9:15 - 11:15 AM	2			
9/24/25	strike event/clean	Civic Center	9:15 - 11:15 AM 9:15 - 11:15 AM	2			
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9/24/25	strike event/clean	Civic Center	9:15 - 11:15 AM	2			
9/24/25	strike event/clean help load/offload	Civic Center Civic Center	9:15 - 11:15 AM 9:15 - 11:15 AM	2			
9/24/25	help load/offload	Civic Center	9:15 - 11:15 AM 9:15 - 11:15 AM	2 2			
9/24/25	help load/offload	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	9:15 - 11:15 AM 9:15 - 11:15 AM	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
9/24/25	help load/offload	Civic Center Civic Center	9:15 - 11:15 AM 9:15 - 11:15 AM	2			
				2			
9/24/25	help load/offload	Civic Center	9:15 - 11:15 AM	2			