

## **Decor Training**

**# of Volunteers:** 6

**Location:** Oak & Hood

**Gala Decor Address:** 11347 S Macksburg RD Canby, OR 97013

**Date & Time:** Thursday, June 12, 2025, from noon to 6:00 pm

**Decor Objective:** Assist the Event Coordinator and Florist in setting up/ styling the 2025 HTPS Gala. Various shifts are scheduled, so carefully review and understand your responsibilities. Familiarize yourself with this information beforehand. For any questions, please reach out to the decor Signal group chat.

### **Signing In and Out:**

- Volunteers are required to sign in and out on the volunteer signup sheet.
- Completing the entire shift is mandatory; early departure is not permitted.

### **Training Requirement:**

On-site training and instructions will be provided during the shift.

### **Schedule:**

- Arrive at the venue by 12:00 PM and check in with the Event Coordinator to sign in.
- Complete assigned tasks as directed by the Event Coordinator before the shift ends at 6:00 PM.
- Check out with the Event Coordinator and sign out before leaving at 6:00 PM.

### **Supplies:**

- All volunteers are required to bring their own irons and ironing boards.
- **Tip:** *Steam irons tend to work faster and are more effective for smoothing out tablecloths.*

### **Tasks include:**

- Iron the tablecloths.
- Arrange table settings, including napkins, floral pieces, flatware, table signs, water cups, wine glasses, dinner menus, and drink menus. The florist will provide specific placement instructions on-site.
- Assist with décor tasks as needed throughout the venue.

**Table Placements:** The facilities team will arrange the tables inside the event building. This setup will be completed before your arrival.

