

Decor Training

of Volunteers: 6

Location: Oak & Hood

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

Date & Time: Thursday, 2026, from noon to 6:00 pm

Decor Objective: Assist the Event Coordinator and Florist in setting up/ styling the 2026 HTPS Gala. 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 Décor Lead to sign in.
- Complete assigned tasks as directed by the Décor Lead before the shift ends at 6:00 PM.
- Check out with the Décor Lead 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.

