

VOLUNTEERS NEEDED!

**15th Annual Historymakers Awards Banquet
The Westin Bonaventure Hotel & Suites, Los Angeles
404 South Figueroa Street, Los Angeles, CA 90071
THURSDAY, SEPTEMBER 22, 2011**

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 2011 Historymakers VOLUNTEERS TEAM and...

- **Meet and work alongside other community-minded volunteers!**
This event attracts about 60+ volunteers each year. All participating volunteers will be provided with 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 \$250/seat to gain entry to this area. As a volunteer, you'll have 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 Banquet 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 shift times:

SET UP SHIFT: Anytime between 11 a.m. – 5 p.m. (3 hour minimum)
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Volunteer Check IN: 11 a.m. (all volunteers must be checked in by 11:30 a.m. latest)

Volunteer Check OUT: 5 p.m.

When/Where: Thurs., Sept 22, 2011 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
- Program books
- Hospitality

*All volunteers signed up for this shift will be provided with lunch. Those with vegetarian requests must indicate so.

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 not mind carrying with you during your shift.

PARKING

Parking fees will be fully subsidized by CAM, at designated lots only.

EVENT SHIFT: 4 p.m. – 10 p.m.

Volunteer Check IN: 4 p.m. (all volunteers must be checked in by 4:30 p.m. latest)

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

When/Where: Thurs., Sept 22, 2011 at the Westin Bonaventure Hotel in downtown Los Angeles

Event volunteers will be covering the following various positions:

- Silent Auction (runners and table monitors)
- Guest Registration
- "Sponsor a Bus" Challenge
- Volunteer Relations / Food Hospitality
- Volunteer Registration
- Hosting VIPs to the VIP Room
- Clean-up
- etc.

*All volunteers signed up for this shift will be provided with dinner. Those with vegetarian requests must indicate so.

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 not mind carrying with you during your shift.

PARKING

Parking fees will be fully subsidized by CAM, at designated lots only.

CONTACT:

If you are interested in becoming a volunteer, please email pr@camla.org or call (213) 485-8568.

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

THANK YOU!