

Benefit Events Volunteer

Committee Structure and Duties

As a member of the committee, you play an important role as ambassador for the Museum of the Rockies in every stage of this event—from planning, to securing auction items and sponsors, to attending and enjoying the event. Your contribution as a volunteer is *vital* to our success.

We hope you find serving on the committee to be a personally rewarding experience. This job description briefly articulates the expectations of committee members in an effort to make this the very best experience possible for you.

The Museum of the Rockies hosts two annual benefit events: Museum Ball (mid-February) and the Wine Classic (mid-July). At both events—through ticket sales, sponsorships, and auction sales—the Museum raises integral annual operating funds, allowing us to provide outstanding exhibits, programs, children’s activities, educational outreach, and original research.

Each volunteer participates in the full-committee and serves on one sub-committee.

FULL COMMITTEE RESPONSIBILITIES

- Attend at least 50% of full meetings that are held at the Museum of the Rockies 1-2 times each month (Wine Classic meetings are November–July and Museum Ball meetings are August–February)
- Raise awareness of the event within the community
- Help raised funds needed for the Museum through personal sponsorship, sponsorship of others, and/or auction items
- Secure auction items, working with a "team approach"
- Be enthusiastic, and full of ideas and camaraderie!

HOW TO APPLY:

Applying is easy; simply fill out and send back the application form below. Apply anytime; we are always looking for help!

BENEFITS OF VOLUNTEERING

- Half-off the event ticket price for yourself
- Five complimentary passes to the Museum
- Community involvement and networking opportunities
- All of your volunteer hours for the Museum will be tracked and you will be invited to special volunteer recognition events
- Volunteer hour letters can be written by request
- Invitation to the annual volunteer reception

SUBCOMMITTEES

Auction

- Coordinate acquisition of items by all committee members
- Work with your “team” to acquire auction items
- Identify potential auctioneers
- Secure auction items corresponding to the event theme
- Meet monthly with Auction Sub-Committee

Public Relations/Media

- Oversee all print materials, including ads, editorial copy, sponsor packets, graphics, invitations, posters, magazine placement, and prospectus
- Identify new potential markets for media
- Meet monthly with Public Relations/Media Sub-Committee

Sponsor

- Identify, solicit and secure sponsors
- Create sponsor benefits for each level of giving
- Identify sponsor exposure ideas
- Meet monthly with Sponsor Sub-Committee

Event

- Coordinate decorations and event design/layout
- Arrange food, music, and entertainment
- Facilitate set-up and tear down, rentals, etc.
- Meet monthly with Event Sub-Committee

Wine (Wine Classic only)

- Identify wines for event
- Work with distributors & vintners
- Coordinate wine seminars
- Confirm magnums for event
- Serve as hospitality host for vintners



Benefit Events Volunteer Application

Please fill out, print and return to the Museum of the Rockies by mail, email or fax.

600 West Kagy Boulevard • Bozeman, MT 59717-2730

Email: development@montana.edu • Fax: 406.994.2682

Name		Birthday	
Mailing Address		Phone and E-mail	
Address	City	State	Zip

General Questions:

Have you ever been to the Museum?

Are you a member of the Museum?

How long have you lived in the Gallatin Valley?

Are you a full-time resident of the Gallatin Valley?

Have you lived outside of the Gallatin Valley in the last 10 years? If so, where?

Which event would you be interested in volunteering for? (Museum Ball or Wine Classic)

Which sub-committee would you be interested in working with?

What would you consider to be your strengths?

Do you have anyone that you would like to add to our mailing list for our Annual Fundraising Event Mailings?