



# First Night Celebration Gala Tech Chair

(First Night Celebration Department)

We're seeking a dynamic and tech-savvy volunteer to act as our First Night Celebration Gala Tech Coordinator.

If you're a whirlwind of organization, enjoy team collaboration and love the excitement of a holiday party, we need your talents to ensure that our gala runs without a hitch!

## Key Responsibilities:

- **Team Collaboration:** Collaborate closely with our Executive Team, IT Team, and the First Night Celebration Chair to set the scene for a spectacular evening.
- **Platform Configuration:** With the help of the IT Team, configure the guest support section of our auction platform, preparing for seasonal ticket sales.
- **Monitor Ticket Sales and Table Assignments:** Keep a vigilant watch over ticket sales and table assignments, to ensure that each guest is perfectly placed.
- **Continuous Seating Support:** Ensure Table Hosts complete their table rosters in advance of the big night.

## Qualifications & Skills:

- **Tech Savvy:** Acquainted with basic software, and comfortable learning new digital platforms.
- **Organized:** Adept at juggling tasks and managing processes.
- **Collaborator:** Work effectively within a team environment, contributing positively to team dynamics.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

## Application Process:

Interested candidates are encouraged to reach out to us at [volunteers@gafestivaloftrees.org](mailto:volunteers@gafestivaloftrees.org) to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



## Festival Schedule:

**WEDNESDAY, NOV 20 - FRIDAY, NOV 22:**

- SET-UP/DECORATING DAYS

**FRIDAY, NOV 22:**

- FIRST NIGHT CELEBRATION GALA

**SATURDAY, NOV 23 - SUNDAY, DEC 1:**

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

**SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:**

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

