


Greeters

As guests begin making their way to the registration desk, your job is to welcome them – especially thanking any VIPs – and providing them with some simple instructions so the registration process will proceed as smoothly as possible.

- Welcome guests to Bells Sera 2007.
- Handout event programs...pointing out that all the restaurants and wine selections are listed in the program...as well as our sponsors.
- Direct everyone to one of two lines at registration. (Make sure the line doesn't start creeping to the check in stations.)
- Tell guests to fill out the door prize section of their food tickets BEFORE they get their souvenir wine glasses.
- Let them know that there are great items in the auction...and that closing bids are at 8:30 PM sharp.

Lines should form a couple of feet in front of the registration tables. Guests will be called – one party at a time – as stations open up. Note: These are full service stations so there is no need to look for special lines.

If someone is interested in upgrading their tickets from Bella Sera to Wine Tasters' Select, alert the registration coordinator.



As volunteers you act as hosts for Bella Sera and represent Chattanooga Endeavors. Be hospitable – smile, talk with your guests, ask if they're enjoying the evening, and have fun.

- Volunteers should complete our online registration form prior to the event.
- Volunteer Orientation will be Friday at 6:00 p.m. at Renaissance Park.
- Please dress casually for the event.
- Souvenir aprons will be provided that will identify you as a Bella Sera volunteer.
- Check-in at the Volunteer Tent 30 minutes before the start of the event.
- You will receive detailed instructions about your volunteer assignment at check-in.

Thank you for your help with Bella Sera and we hope you will have a beautiful evening with us this year.