

JUBILEE OF TREES



**Sunday, November 20 through
Tuesday, November 22**

Dixie Convention Center
1835 Convention Center Drive, St. George, Utah

Volunteer Opportunities 2023

General Event Volunteer | 2023 Jubilee of Trees

About the Jubilee of Trees

Since 1983, the Jubilee of Trees event has historically brought together parts of Utah, Arizona, and Nevada in holiday celebration to raise funds for the advancement of medical services at Intermountain St. George Regional Hospital.

This festive event is open to the public and showcases beautifully adorned Christmas trees and wreaths created by local designers, businesses, and community groups that are available for auction.

This year we are celebrating our 40th anniversary.

Event Details

Dates:

Portion of Event	Date	Time
Set up	Friday, November 17	8:00a – 10:00p
Set up	Saturday, November 18	8:00a – 11:00p
Gala and Live Auction	Saturday, November 18	6:30p – 9:00p
Public Portion	Sunday, November 19	10:00a – 9:00p
Public Portion	Monday, November 20	10:00a – 9:00p
Public Portion	Tuesday, November 21	10:00a – 5:00p
Tear Down	Tuesday, November 21	5:00p – 10:00p
Tear Down	Wednesday, November 22	7:00a – 5:00p

Location:

Dixie Convention Center | 1835 S Convention Center Dr, St. George, UT 84790

General Event Volunteer

Lend a hand with anything from setting up the event to taking tickets! As a volunteer, you would be donating your time during the 2023 Jubilee of Trees event (dates listed above). Shifts can last anywhere from 2 hours to 4 hours depending on the department you are assisting.

Department	Portion of event with available shifts
Décor	Setup and tear down
Jubilee Village Shops	Setup and tear down, public portion
Designer Trees and Enchanted Forest	Setup and tear down, public portion
Admissions and Info	Public Portion
Cause Area / 40 th Celebration	Public Portion

***You will be able to select which portion of the event you are available to volunteer for – you do not need to be available for the entirety.*

General Event Volunteer Responsibilities

The responsibilities will differ based on the department's needs and the shift you are assigned. If you have a preferred department, please let us know and we will do our best to accommodate based on need.

Décor

- Assisting the Design Director in executing the setup or take down of all decorations in the event space both for the Gala and public event space (setup and teardown)

- This would require lifting/moving objects, using tools, and potentially some crafting

Jubilee Village Shops

- Assisting the Shop director with the setup and tear down of the shops (setup and tear down)
- Greeting customers/donors and answering questions as they shop (public portion)
- Working the registers in the shop (public portion)
- Restocking inventory during the week (public portion)

Designer Trees and Enchanted Forest

- Assist Department directors during the tree setup windows by checking in/out designers who are donating trees (set up)
- Oversight of an aisle of trees (public portion)
 - Make sure no one touches the trees while on display
 - Answer questions about the trees in your aisle
 - Help explain the online auction process to event attendees
- Encourage event attendees to participate in the “viewer’s choice” voting (public portion)

Admissions and Info

- Working the registers to sell tickets at the front door (public portion)
- Take tickets at the door as attendees enter (public portion)
- Answer general event questions (public portion)

Cause Area / 40th Celebration

- Assist the Event Manager in the setup and tear down of the cause area and celebration space (set up and tear down)
- Monitor the cause area and celebration space while it’s open to the public
 - Answer questions
 - Make sure interactive items are working

Contact us

Please fill out the form [HERE](#) if you are interested in volunteering.
For any questions, you can email us at Jubileeoftrees@imail.org.

Volunteer Board Directors | 2023 Jubilee of Trees

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This festive event is open to the public and showcases beautifully adorned Christmas trees and wreaths created by local designers, businesses, and community groups that are available for auction.

This year we are celebrating our 40th anniversary.

The event wouldn't be possible without a dedicated board of volunteers who generously donate their skills, their passions, and their time to bring each individual department to life.

Event Details

Dates:

Set up – Friday, November 17 and Saturday, November 18

Gala and Live Auction - Saturday, November 18

Public Portion – Sunday, November 19 through Tuesday, November 21

Tear Down – Wednesday, November 22

Location:

Dixie Convention Center | 1835 S Convention Center Dr, St. George, UT 84790

Volunteer Board Directors

Board Directors get to take ownership of an aspect of the Jubilee experience by leading the charge in one of our event departments. They work closely with the Intermountain Foundation Staff throughout the year to acquire donations (monetary and product) and create an unforgettable experience for our event attendees and donors. They then bring their space to life during the event, overseeing overall department operations and volunteers.

Open Director Positions
Entertainment
Enchanted Forest
Kids Shoppe
Admissions and Info
Mini Trees

Volunteer Board Director Responsibilities and Requirements

Entertainment

- Oversight of Entertainment
- Locate and secure quality entertainment acts to perform during specific times of the event (excluding Gala entertainment)
- Attend monthly Director Meetings to:

- Discuss and collaborate event vision
- Report out on area(s) of oversight (i.e. budget, updates, barriers, support needed)
- Maintain a spreadsheet of volunteers for each area of oversight (template provided)
- Recruit new volunteers
- Attend Jubilee of Trees, smile and engage with guests at the event
- Oversee event set-up and take-down for your areas of oversight

Enchanted Forest

- Oversight of Enchanted Forest
- Assist the Foundation in recruiting tree designers
- Manage area budget
- Plan and organize a fall workshop in coordination with the Designer Tree team
- Attend Director Monthly Meetings to:
 - Discuss and collaborate event vision
 - Report out on area(s) of oversight (i.e. budget, updates, barriers, support needed)
- Outreach to registered Designers in lead up to the event
 - Answer questions and concerns
 - Explain policies, procedures, and event timing
- Recruit new volunteers
- Attend Jubilee of Trees, smile and engage with guests at the event
- Oversee event set-up and take-down for your areas of oversight

Kids Shoppe

- Oversight of Kid's Shoppe
- Manage area budget
- Work with the Intermountain Foundation Staff to secure donations of goods to be sold
- Attend monthly Director Meetings to:
 - Discuss and collaborate event vision
 - Report out on area(s) of oversight (i.e. budget, updates, barriers, support needed)
- Maintain a spreadsheet of volunteers for each area of oversight (template provided)
- Recruit new volunteers
- Attend Jubilee of Trees, smile and engage with guests at the event
- Oversee event set-up and take-down for your areas of oversight

Admissions and Info

- Oversight of Admissions process and Information Desk
- Attend monthly Director Meetings to:
 - Discuss and collaborate on event vision
 - Report out on area(s) of oversight (i.e. updates, barriers, support needed)
- Maintain a spreadsheet of volunteers for each area of oversight (template provided)
- Recruit new volunteers
- Attend Jubilee of Trees, smile and engage with guests at the event
- Oversee event set-up and take-down for your areas of oversight

Mini Trees

- Oversight of Mini Trees
- Assist the Foundation in recruiting new tree designers
- Manage area budget
- Attend Director Monthly Meetings to:
 - Discuss and collaborate event vision
 - Report out on area(s) of oversight (i.e. budget, updates, barriers, support needed)
- Outreach to registered Designers in lead-up to the event
 - Answer questions and concerns
 - Explain policies, procedures, and event timing.

- Recruit new volunteers
- Attend Jubilee of Trees, smile and engage with guests at the event
- Oversee event set-up and take-down for your areas of oversight

Contact us

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