

## Auction Volunteer Sign up Sheet

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please sign up for 3 committees (rate them by preference of 1st, 2nd, or 3rd choices) If you are a 2nd grade parent, please choose Co-Chair positions for your preferences.**

**Solicitation Committee:** The solicitation committee is responsible for reviewing and updating the solicitation list from the previous year, and creating and mailing, in coordination with the mailing committee, the solicitation letter in the fall. They are responsible for procuring donation items from potential donors, provide a list of needed items for publicity, pick up donated items from donors, and generating the donor list from the catalog. This committee works on the auction throughout the entire year.

Co-Chair

Volunteer

**Communication/Printing/Mailing Committee:** The communication/printing/mailing committee is responsible for the coordination of the solicitation, save the date, and invitation mailings as well as the preparation of the bidder packets. They are also responsible for the preparing and e-mailing Wednesday Weekly updates to the school, as well as creating and maintaining the publicity boards.

Co-Chair

Volunteer

**Decorations Committee:** The decorations committee is responsible for helping to select / refine the auction theme to simplify or maximize the opportunities for decoration. They will purchase/procure the necessary items to create an ambiance in correlation with the theme. They are responsible for decorating the school, bar, and gym for the night of the event, as well as removing all decorations after the event.

Co-Chair

Volunteer

**Data Entry Committee:** The data entry committee is responsible for maintaining the donor and invitee data in the database. They are also responsible for entering all of the silent auction donations, as well as the cash donations into the database. Additionally, they will need to print the duplicate bid forms for the silent and super silent items.

Co-Chair

Volunteer

**Advertising/Catalog/PR Committee:** The advertising/catalog/PR committee's are responsible for all advertising, proofing, and the creation of the auction catalog.

The advertising chair is responsible for soliciting catalog and sales. Additionally the committee creates and distributes the advertising form and works with advertisers to obtain camera ready copy.

The catalog chair is responsible for coordinating with the advertising chair to get ads, drafting the oral auction item text, creating the layout of the actual catalog, creating copy for the catalog, and then sending drafts to the auction chairs and co-chairs for review, edits, and final draft approval. They are also responsible for coordination of catalog production and binding.

The PR committee is responsible for editing and proofing all materials for mailings. PR will be based on Marketing and Development Committee PR schedule.

**Advertising**

Co-Chair

Volunteer

**Catalog**

Co-Chair

Volunteer

**PR**

Co-Chair

Volunteer

**Food Service:** The food service committee is responsible for creating the auction dinner menu, getting and then preparing the food for appetizer table, dinner, and dessert on the night of the auction. Additionally they are responsible for the coordination of servers during the event.

Volunteer

**Bar:** The bar committee is responsible for obtaining the OLCC permit for the event as well as selecting two drinks for the upstairs bar, and obtaining barware, kegs, and wine for the event. Additionally they need to set up the bar upstairs as well as staff it during the event.

Co-Chair

Volunteer

**Display/Silent/Oral Items Committee:** The display/silent/oral items committee is responsible for reviewing donated items as they come in and package for silent auction, producing and printing the silent auction display boards, moving the donated items from the auction office to the school and setting up the silent auction rooms for the auction. Additionally they will be responsible for creating a list of item numbers for each room and providing that list to the data committee so that it can be added to item descriptions for check out.

Co-Chair

Volunteer

**Set-up Committee:** The set-up committee is responsible for placing the order for all tables, barware, tableware, lighting, stage, etc., for setting up the live auction area as well as the actual set-up of the gym. They are also responsible for helping the display committee with the black paper in the silent auction area. Additionally they are there for general support of all committees during set-up.

Co-Chair

Volunteer

**Volunteer Coordinator:** The volunteer coordinator is responsible for the general coordination of auction volunteers and the tracking of auction hours.

Co-Chair

**Slideshow/Photos Committee:** The slideshow/photos coordinator is responsible for the collection of photographs and the creation of a slideshow for the night of the auction. This committee is also responsible for taking pictures of the oral auction items for the live auction slideshow.

Co-Chair

Volunteer

**Classroom Project Coordinator:** The classroom project coordinator is responsible for contacting the room parents about their responsibilities for the auction and providing them with support and ideas. They must also maintain contact with room parents to ensure that projects are completed on time and that project descriptions are submitted to the catalog chairperson.

Co-Chair

Volunteer

**Runners:** The runners committee is responsible for providing a minimum of one volunteer per silent auction room. They are also responsible for providing a recorder to fill out oral auction bid forms during auction , providing runners/spotters to assist auction spotter and run bid forms back to check-out. Additionally they need to provide runners to collect silent auction items for attendees during check-out.

Co-Chair

Volunteer

**Check-in / Check-out:** The check-in/check-out committee is responsible for organizing volunteers to staff the check-in/check-out during the event.

Co-Chair

Volunteer

**Clean-up:** The clean-up committee is responsible for organizing volunteers for clean-up both the night of the auction as well as the following day.

Co-Chair

Volunteer

**Reservations/Seating:** The reservation/seating committee is responsible for collecting all of the reservation cards, compiling the information, updating addresses in the database and then seating attendees as appropriate.

Co-Chair

Volunteer

**Treasurer:** The treasurer is responsible for maintaining the budget and working with the school Business Manager.

Co-Chair

Volunteer