Your help is important! There are many positions that need to be filled in order to make our Auction 2012 successful. Below you will find a listing of the places where help is needed. **Gala will be held at the Egan Center on Saturday February 11, 2012**

Some positions require just a little time, and some involve more. There are things that can be done from home, and things that take you out and about.

There will be a sign-up potluck dinner on **Wednesday, September 21 from 6pm – 8pm in the basement of St. Benedict’s Church.** Please join us to learn more about the volunteer positions available, to sign up for a committee and get your questions answered! All Parents who fill a volunteer position will earn a dress down day for their child. If you cannot make the event, no worries! We still need you! Please fill out the Volunteer Position Election Form and return it to the school office. All forms returned by Friday September 23rd will make their child eligible for a dress down day.

THANK YOU! THANK YOU! THANK YOU!
Let’s get the party started!

**Auction chair(s):** coordinates all activities to ensure a successful event. (September-March)
- Hosts kick off party
- Runs gala meetings
- Coordinate venue and sound vendors
- Ensure all committees stay on task and meet timeline requirements
- Offers support and motivation to various committee members as they strive to complete their tasks.
- Troubleshoots to fill in any gaps

**Co-Chair(s):** Works with the Chair(s) to ensure a successful event with the idea of learning from the current chair to lead the following years event. (September – March)

**Baskets:** In weeks before auction, arrange donations in theme baskets. January, early February. Home or school. Several people.

**Booklet:** Use existing template to create program booklet for auction night. Mostly done last two weeks before auction. Home or school. One person

**Check In/Check Out Chair(s):** 1-2 people Works closely with technology team, database chair and reservations chair. Coordinates training for check in and check out volunteers. Determines supplies needed for smooth check in/check out at the event and sets up that station. Determines needs/means of collecting payment on night of event.
Assists the next morning in ensuring that database payments reconcile.

**Class parents:** One person to oversee progress of all class projects and work with all class parents. Then, one crafty person per grade level to help students make their class project. Home or school, evening or weekends. Complete anytime before January.

**Corporate/Parish Table Sponsorship committee:** Send letters to corporate sponsors and local parishes, follow up with phone calls asking for reservations. January. Home. One or more persons.

**Data Base:** Works with Auction software to compile reports, reservations, data entry, etc. (October – March) Home

**Data Entry Committee:** There is a great deal of information that needs to be entered into our database for the Gala. It starts off slow and then the action builds as last minute donations come in. Can be done from home with a computer and internet access or done form the school. Two people.

**Decorations Committee:** Design/create table centerpieces and stage décor in Mardi Gras theme. Inventory existing decorations to determine if we have sufficient; develop a plan based on that. Determine what additional items would need to be purchased and submit request for approval. Coordinate removal and repacking of decorations after the event. At home, plus event day. Several people needed.

**Entertainment:** Locate musicians for Gala; act as their liaison for event. One person.

**General Volunteer:** You will help where ever needed – just give you a Call!

**Gift Certificate Displays:** Create display cards for gift certificates in silent auction. Work with silent chair on this as certificates come in (mostly January). One or two people.

**Invitations:** 2 volunteers to help coordinate the invitation guest list and to work with printer to have invitations printed and mailed. Nov./Dec.

**Item Pick-Up.** Drive around town as part of your usual errands and pick up donated items. Set your own schedule; car/truck and cell phone are important! Ongoing, mostly January/February. Two to three people.

**Live Auction Committee:** 3-4 people October – February
- Coordinate and help acquire about 15 large items or packages for live auction.
- Creates display boards for all live auction items
- Works with Procurement chair and powerpoint person to write live auction descriptions and other media.
- Works with chairs to select Auctioneer and MC.
- Develops script for evening program (use existing as guideline)
- Ensures all bidder numbers are recorded and delivered to check out chair during live auction.

**PowerPoint Show**: Creates a slide show presentation for live auction and for sponsor recognition during the event. Work with students creating student slide show. January/February.

**Procurement Calls**: Call businesses and individuals who have donated in the past, asking if they can donate again. Most are very friendly! We provide script and names. Home or school. November/December/January. Also brainstorm to solicit new businesses for donations. We need 1 LEAD position to receive list of companies to call from procurement chair and to ensure calls are completed. Then we need several callers and folks willing to make cold calls/visits.

**Procurement Chair**: Works with procurement lead to see that calls are completed. Coordinate with pick-up volunteers, work with live and silent chairs to make sure needed items come in. Ensures donations are properly accounted for. Works with data entry folks. Home and school. On-going. Carol Sturgulewski/Katie Novkaski

**Publicity Committee**: Create advertising and publicity promoting Gala in the Anchor, Daily News, church bulletins, etc. via posters, ads, stories, e-mail flyers, etc. Ongoing.

**Reservations Chair**: Compile phone, e-mail and mail reservations. Work with data base person to assign seating. Home. January. Toni Romero.

**Silent Auction Chair(s)**: 2-3 people Works with a large group of adult and student volunteers
- Establish plan for setting up for the silent auction
- Help determine a good “mix of items in each section
- Coordinates delivery and set up of auction items on day of event.
- Set up tables with bidder slips, pencils, etc. Make sure all items are accounted for and that items are match to the proper bid sheet.
- Ensure bid sheets are properly pulled and delivered to check out at close of bidding.
- Coordinates pick up of items at the end of the night.

**Student Volunteer Coordinator**: Work with Lumen staff to get student volunteers. Help oversee student helpers auction day and evening. February.

**Technology Team**: 2-3 tech savvy people. Handles all aspects of coordinating the computer network to be set up at the event. Works closely with Check In/Check out chair and Data Base Chair.

**Ticket Sales and Promotion Committee**: 2-4 people Brainstorm creative ways to promote the Gala to area parishes, alumni and parents and friends. Sets up tables at
school events and (3-4 weeks prior to gala) at all parishes after masses distributing information about the gala and how to purchase tickets.

**Thank you notes:** 3-6 people at home AFTER event. We need some volunteers to hand write thank you notes to all everyone who made purchases or donations. We have a general script that you can use and adjust appropriately.

**Underwriting/Ad Sales Committee:** 2-3 people October – February (may combine with corporate table sponsorship committee)

- This is a new committee we would like to create this year with the idea of selling advertising in our program book and underwriting some of the costs of our event in exchange for recognition at the event. Would work with other committee members to brainstorm underwriting opportunities, create a solicitation letter and develop a list of potential sponsors.

**Volunteer Chair:** Assist in recruitment of all parent volunteers, be a contact for volunteers who have questions, provide reminders and instructions for volunteers the night of the auction with assignments and contacts, create nametags.

**Web Site:** Web-savvy person to keep Gala auction page updated. Home. One person.

**Wrap up team:** Day AFTER the event and few days into following week
- Works to unload items brought back to the school after the event.
- Assist with computing/reconciling checkout paperwork
- Packing and storing decorations and other gala supplies so they can be found the following year.
- Organizing purchased items requiring pickup/delivery/follow up phone calls

**AUCTION DAY/NIGHT JOBS**
(Multiple people needed for each task)

**Check-In, Check-Out.** Check in auction attendees, run credit cards, keep track of statements, troubleshoot. Mandatory training session one week before Gala. Must be comfortable with computers.

**Clean-Up:** Just what it sounds like! Take down decorations, supplies and unclaimed items and help load the truck to bring back to school. This position is VITAL. We all have put in a long day between set up and the event – so the able bodies we have to stay and help clean up, the faster it goes and the more enjoyable it is.

**Coat Check:** 1 person This person supervises a group of student volunteers manning the coat check station during the event.

**Decorations:** Set up centerpieces and decorate stage and tables.
**Heads and Tails Chair:** Responsible to direct group of students selling heads and tails bracelets the evening of auction. Can be directed from your table!

**Photographer:** We are looking for a talented photographer to take pictures at the event. Additionally, we might need them to take photos of items for the slide show or website.

**Set-Up:** Arrange auction items on tables with appropriate forms, display items nicely.

**Silent Auction Monitors:** Keep an eye on silent bidding, ensure forms are filled out correctly, close areas when bidding ends.

**Spotters:** 6-8 outgoing people to stand in the crowd during live auction and spot bidders. We hope to have a training session one-two weeks before Gala.

**Student Volunteer “wrangler”:** We need a volunteer to run herd on our enthusiastic young volunteers and ensure they are fulfilling their assigned duties.

**Truck and Transport:** Load up all items from school the morning of the auction and transport to Egan Center for set-up; reload after auction ends and transport back to school. Help unload the following day.