

Monroe Montessori Parent Booster Club

Auction Rally

Auction Chair - Kathy Pinson

kathypinson@comcast.net

Dec. 3,2009

Escape To Africa • March 13th • Echo Falls Country Club • Doors open at 4:00

Volunteer job descriptions and estimated timeframe

- 1) **Procurement** (Dec thru March 13)-Works as a team to obtain donations of high yield items. Will be provided training and support (as needed). Make sure all business packets are distributed in a timely manner. Follow up with families to ensure their procurement items arrive by deadline. Need 6 or more volunteers.
- 2) **Decorations** (Dec thru March 13)-Plan, obtain, assemble, set-up and clean-up any decorations at Echo Falls. Including entryway, dining table centerpieces, Teacher's Wish List display, plants and any other misc. room decorations. Need 1 to 3 volunteers.
- 3) **Procurement Database** (Feb thru March 12)-Help with Intake and inventory of auction items. Write item descriptions and format catalog. Create gift certificates as needed. Create bid slips, item folders and tent cards for the night of the auction. Need 3 people.
- 4) **Attendee Database** (Feb thru March) -Enter RSVPs in auction database. Create bidder packets. Send Thank you's and invoices. Need 1 or 2 people.
- 5) **Transporting Items** (Morning of March 13 and at end of evening)-Move auction items from storage to Echo Falls. Move any unsold/unclaimed items from Echo Falls to storage at end of auction. Need a truck, preferably covered.
- 6) **Audio**-Set up morning of auction, monitor/troubleshoot during auction.
- 7) **Computer Networking**-Set up morning of auction, monitor/troubleshoot during auction
- 8) **Set up Live Auction Tables** (Morning thru early afternoon of March 13)-Help load auction items on truck at storage facility and unload at Echo Falls. Set up display of live auction items at Echo Falls. Need 5 people.
- 9) **Set up Silent/Close Silent/Checkout** (Noon to ~9pm on March 13)-Set up display of silent auction items at Echo Falls. Close silent auction tables at designated time. Distribute items/certificates to winning bidders and confirm invoice amount at checkout. *May also act as spotters/runners during live auction. Need 7 people.
- 10) **Raffle Tickets** (During silent auction)-Sell raffle tickets to guests during silent auction only. Need 2 people.
- 11) **Teacher's Wish List** (During silent auction)-Stand next to display area, answer questions and collect any slips for purchased items. Can be done in shifts. Might be a good job for staff members. Need 1 to 3 people.
- 12) **Database** (During both silent and live auction)-Enters bid information into the computers as they come in during the auction. Print invoices for checkout. Must have familiarity with auction software so this is a good job for someone from the Procurement Database Team. Need 3 people.
- 13) **Recorders** (During live auction)-Records final bid amount in catalog. Writes winning bidder number and bid amount on slip. Need 2 people.
- 14) **Runners** (During live auction)-Picks up bid slip from Recorders, gets signature of winning bidder and delivers slip to Database people. May carry items throughout the room so that bidders can see them more easily. Need 2 people.
- 15) **Spotters** (During live auction)-Points out bidders to the auctioneer during live auction. Helps runners carry items for bidder viewing. Need 1 person
- 16) **Dessert Dash**-provides or procures a dessert to be sold during the live auction. Need 20 desserts.
- 17) **Babysitting** (during auction)-Helps with childcare at school during auction. Must complete the WSP background screening for classroom volunteers as described on the parent information pages of the school website. Need ~6 people.

Important Dates

Invitations Arrive-Jan 6

1st RSVP deadline-Feb 6

Intake week-Feb 8-12

2nd RSVP deadline-Feb 27th

(2 weeks before auction)

Auction-March 13