

# Valley Catholic Auction • April 17, 2010 • “The Greatest Show on Earth”

Yes—I want to help put on the show that raises money for our school!

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Day phone: \_\_\_\_\_ Eve. phone: \_\_\_\_\_ Child(ren)'s grade(s) / classroom(s): \_\_\_\_\_

*Check areas of interest and return entire form to the Auction Office, via any school office. You will be contacted with more information by the committee chair. Thanks for your consideration! Questions: Danielle Tomich, 503-718-6405; auction@ssmoministries.org.*

*The following descriptions are very brief and are meant to provide a general sense of what each committee does. Signing up for a committee will not commit you to participate in all of the activities but is an indication of your interest. Should you join a committee, feel free to participate only in the tasks you would enjoy.*

\_\_\_ **GENERAL CHAIR:** Shadow this year's chair, Jessica Senecal, in steering and overseeing the auction.

\_\_\_ **CATALOG** (Sept. – March): Help with creative writing, proofreading. Flexible, up to 30 hours.

\_\_\_ **CATERING** (Sept. – April): Assist the chair in working with the caterer to facilitate menu selection by the committee, assist with catering logistics, assist with supervision of high school food service volunteers during the auction. Flexible, up to 15 hours.

\_\_\_ **CLASS PROJECT, pre-K to 8<sup>th</sup> Grade** (Sept. – March): These projects are made with the students and other parent volunteers and are sold at the auction. Sign up to help with your child's class! Flexible, coordinators get 30 hours.

\_\_\_ **COMMUNICATIONS** (Sept. – April): Help coordinate on-campus communications (posters, Friday Folder, email, website, fliers, etc.) under direction of auction committee and staff. Flexible, up to 30 hours, can be done from home or work.

\_\_\_ **DATA ENTRY** (Oct. – April): Takes place in auction office. Training provided. Make your own schedule, up to 30 hours.

\_\_\_ **DECORATIONS** (Oct. – April): Work with a team to help design and produce event centerpieces and decorations. Includes meetings and/or work sessions before the event and set-up the day of the auction. There may be some projects that can be done at home. Flexible, up to 30 hours.

\_\_\_ **FACILITIES & LOGISTICS** (Jan. – April): Assist in reserving facilities, keys, and resources for auction night. Assist with problem solving on auction night. Flexible, up to 15 hours.

\_\_\_ **INVITATIONS** (Feb.): Participate in stuffing auction invitations; this is a one-day event, date TBA. Up to 8 hours.

\_\_\_ **LIVE AUCTION SET UP:** (April 13 – 17): Help set tables and chairs, assist with set up as needed. Up to 8 hours.

\_\_\_ **LIVE AUCTION SLIDESHOW:** (Jan. – April) Assist in designing and building slide show for live auction. Up to 8 hours.

\_\_\_ **LIVE AUCTION VIDEO:** (Nov. – April) Assist in collecting campus photos and compiling music for the auction video. Up to 30 hours.

\_\_\_ **PROCUREMENT** (Sept. – March): Be a part of this fabulous team! Help to brainstorm great packages, send letters, make follow-up phone calls, help pick-up items, and physically assemble packages. Flexible, up to 30 hours.

\_\_\_ **RAFFLE** (Jan. – April): Help display raffle car, contact parishes, student assemblies/incentives. Flexible, up to 30 hrs.

\_\_\_ **RENTALS** (Jan. – April): Assist chair with coordinating rental needs of various committees, work with rental company to order, schedule all rentals. Assist with setting up live auction room prior to auction. Flexible, up to 20 hours.

\_\_\_ **SILENT AUCTION** (March – April): Help with pkging, planning, & preparing silent auction room. Flexible, up to 30 hours.

\_\_\_ **VOLUNTEER COORD. CO-CHAIR** (Aug. – April): Team up with last year's chair to coordinate volunteers in the months prior to the auction and help coordinate volunteers on auction day, during event. Flexible, up to 30 hours.

## **Auction Night:**

\_\_\_ **CASHIERING** (Sat., April 17): Assist guests as they pay for purchases. Training is the week before auction. Choose from data entry, processing payments, or filing. Approx. 5 to 7 hours.

\_\_\_ **HOSPITALITY** (Sat., April 17): Greet guests at auction, assist with coat check, seating and hospitality. Assist with sales of centerpieces. Approx. 4 hours.

\_\_\_ **RETRIEVAL / CLEAN-UP** (Saturday, April 17, 4 p.m. – 12 a.m.): Serve as table monitors and closers during event. Break down area & prepare items for retrieval. Assist auction guests in checking out night of event and retrieve their items. Pack up props and remaining items and take to storage, sweep floors. Approx. 6 hrs; double hours after 9:00 p.m.