

# St. Philip School Spring Auction

## Scheduling Form

Please sign up for one of the following committees by returning this form to the school office by **Monday, January 11, 2010**. Positions will be assigned on a first come, first served basis. If your form has not been returned, you will be assigned where the need is greatest. Committee Chairs will contact you to schedule specific hours and tasks. Many of these roles require multiple volunteers and more than the 4 hours required in the parent/student contract. Excess hours may be included in your Wednesday envelope and counted towards your annual total. Hours that are not worked will be billed at \$75 per hour.

If you have any questions, please contact Margo Green at [margo\\_g@pacbell.net](mailto:margo_g@pacbell.net) or (415) 241-9507 as soon as possible. Thank for your time and effort, it is what makes this event a success!

Name of volunteer: \_\_\_\_\_

Name of eldest child: \_\_\_\_\_

Contact number/email: \_\_\_\_\_

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### Catalogue/Website/Database

Manage website. Manage donation databases. Manage and generate catalogue. Print catalogue.

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### Decorations

Prior to the event, design decorations. Purchase, rent or create decorations. On the day, decorate venue.

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### Donations/Sponsorship

Set up donor form and solicitation letters. Send out letters to donors. Follow up with donors. Input donor/item information/manage database. Work with database committee and Silent/Live Auction committees.

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### Food and Beverage

Obtain quotes from vendors. Select best vendor. Organize menu, waiting staff, dinnerware etc. Oversee vendor on the night.

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<p><b>Finance</b></p> <p>On the night of the event, input data, assist with checking out successful bidders as they pay by check, credit card or cash. Ticket purchase required.</p>	<input type="checkbox"/>
<p><b>Hostess</b></p> <p>On the night of the event, greet guests as they arrive and give them their bidder number and catalogue. During the live auction act as a Spotter to make sure all bids are recognized by the auctioneer. Ticket purchase required.</p>	<input type="checkbox"/>
<p><b>Invitations/Thank You</b></p> <p>Prior to the event, assemble and mail invitations from mailing lists provided by the school, preschool and parish. After the event, assemble and mail Thank You letters to all event donors and sponsors.</p>	<input type="checkbox"/>
<p><b>Scheduling</b></p> <p>Prior to the event, gather scheduling forms and enter data into database. Send out schedules to families. Send out reminders to families</p>	<input type="checkbox"/>
<p><b>Set Up/ Breakdown</b></p> <p>On the day of the event, assist with transporting items to the venue and displaying them. Assist with decorating the venue or removing decorations/goods after the auction. Those working after the event (12 midnight) will be awarded double hours. Ticket purchase required if attending the event.</p> <p>Post Auction, contact successful bidders and arrange collection of payment/items. Liaise with Silent/Live Auction.</p>	<input type="checkbox"/>
<p><b>Silent/Live Auction</b></p> <p>Collect, organize and display Silent/Live Auction items.</p> <p>On day of the event, assist with transporting auction items to the venue and displaying them. At the event, hand out items and certificates which have been paid for. Manage bid sheets. Act as runner to get items for purchaser. Ticket purchase required if attending the event.</p>	<input type="checkbox"/>
<p><b>Ticket Reservations</b></p> <p>Prior to the event, assist in selling event tickets after scheduled masses. Managing ticket sales database.</p>	<input type="checkbox"/>