

Auction Volunteer Job Descriptions		Can be performed anywhere (school, home)	Can be performed anytime (school, home)	Should attend event?	Timing
Class Baskets	2nd Grade Class Parents coordinate with 1 class parent per grade to determine class themes and explain the Class Basket concept. Ensure on-time delivery of class baskets	Y	Y	N	Work begins in February up until the day of the Auction. Much work can be done anywhere, anytime by email. Occasional meetings and set-up day before Auction.
Class Projects	6th Grade Class Parents coordinate with 1 class parent per grade, art and classroom teachers to determine class themes. Ensure on-time delivery of class baskets	Y	Y	N	Work begins in February up until the day of the Auction. Much work can be done anywhere, anytime by email. Occasional meetings and some set-up before Auction.
Sports Memorabilia Auction	Select and arrange for delivery of sports memorabilia for auction day. Monitor auction display and sales. Return unsold sports memorabilia	Y	Y	Y	Work begins in February up until the day of the Auction. Much work can be done anywhere, anytime by email. Occasional meetings and some set-up before Auction.
Solicitations Coordinators	Track event and auction item donations. Determine packaging, promotions and display. Set up and break-down auction display. Arrange for delivery of items, if needed.	Y	Y	Y	Variable commitment beginning in February up until the day of the Auction to brainstorm and plan merchandising ideas as items arrive. Follow-up after the event for items that need to be returned or delivered.
Decorations & Set-Up	Decorate, set up tables, run errands as necessary	N	N	N	Volunteers needed the afternoon/evening before and the day-of the Auction
Food	Organize and make food arrangements. Set up food on event-day. Maintain the tables during the Event. Break-down at the end of the event	Y	Y	Y	Work will occur the day before, the day of, and the night of the Auction.
Bar	Organize and make beverage arrangements. Set up bar on event day. Maintain and staff the bar during the Event. Break-down at the end of the event.	Y	Y	Y	Work will occur the day before, the day of, and the night of the Auction.
Music	Arrange music for event. Set-up and monitor during the event.	Y	Y	Y	Variable commitment prior to event. Must attend event.
Event Registration & Cashiers	Register people as they arrive and assign bidder numbers (?). Check-out winning bidders. Coordinate with Treasurer and Assistant Treasurer	N	N	Y	During event
Auction Ticket Sales	Sell Chinese Auction and Treasure Chest tickets at the event	N	N	Y	During event
Auction Monitors	Monitor the Silent and Live Auction tables	N	N	Y	During event
Auctioneer and Assistant Auctioneer	Presents the live auction items to be sold and sets the starting price. Recognizes the winning bidder and winning price.	N	N	Y	During event
Auction Spotters & Runners	Collect the silent auction bid sheets and record the winners. Record live auction winning bids. Assist with check-out	N	N	Y	During event
Auction & Event Journal	Research and write-up descriptions of auction donations. Design & produce journal: \$20,000 raffle participants, live/silent auction items, evening agenda, journal ads	Y	Y	N	Begins in February and continues until the week before the Auction. Volunteer as many hours/week as you can.
Event Break-down	Help break-down and clean-up.	N	N	Y	Event night. 1-hour.
Event Promotions	Promote event via school website, email, flyers, church bulletin, local press, & signs.	Y	Y	N	Begins in February and continues Auction day
Event Mailings & Corres	Send letters to thank/acknowledge donations.	Y	Y	N	Begins in February and continues through until the day of the Auction

