

# AUCTION JOBS

The auction committee will need help the night of the auction to make it run as smooth as possible. Below is a list of "jobs" we are looking for assistance with. If you are interested in helping, please email Jill Leonard

**Centerpieces** - Looking for someone to design a simple centerpiece for 35 tables. If interested let's talk!

**Transportation Crew-** Responsible for transporting auction items from storage shed to convention center on Friday, January 25 or Saturday morning, January 26.

**Set up Crew** - Responsible for setting up silent auction tables and registration station. This team will also get silent auction items to their assigned tables so when the Lead of that table arrives he or she can begin to organize auction items. **Registration** - Help to get information from attendees. Hand out bid packets and gather payment information.

**Heads and Tails** - People will work the room to sell beads for attendees to participate in the Heads and Tails activity. **Heads and Tails- Activity Takes place during the live auction. Need 4-5 people.** Guests pay \$10 for a chance to win ½ the pot for a credit to their auction purchases. Volunteers will sell the head and tails during the silent auction and dinner portion of the event. Heads and Tails can be purchased until the event takes place, but makes it easier to sell as many as possible prior to live auction.

**Balloon Pop** - Work a table near registration to have attendees participate in the Balloon Pop for a chance at a gift card or item valued at \$20 or more. Balloon Pop takes place prior to the start of dinner. Attendees pay \$20 for a chance to pop a balloon. Whatever prize that is in the balloon, they win.

**Tally Team - Located at Registration Table** This group of will enter the winning silent/live auction bids and activity purchases into the computer system.

**Check-out - Located in the Main Lobby (same location as registration).** Guest will checkout and receive a receipt and any gift certificates. They will take the receipt to gather items.

**Night of Auction Clean-up Crew** - The volunteers will stay after the auction is over to help move items into smaller room for storage until Saturday morning clean-up.

**Load Out** - The volunteers in this position will help guests gather and take their purchases to their vehicles at the end of the evening.

## Newly-added jobs.

**Silent auction setup.** Day of auction- We need someone to help "Fluff" the silent auction items. Eric is doing a phenomenal job with the nuts and bolts of the silent auction items. We need someone to make them presentable or "pretty".

**Helium Tank and balloon inflating.** someone with a helium tank to fill about 25-35 balloons on the day of the auction. Jill has the balloons

**Program proof-readers.** Need "fresh" eyes to help proof our catalog. It can be several people. This will help us avoid grammatical errors, wrong business names, and misspelled words.

THANK YOU!