



## Auction Volunteer Opportunities

Many opportunities exist for getting involved in this year's auction – whether you have 2 hours every day or only 2 hours on Auction night, all help is appreciated.

Below is a list of activities with brief description of what each involves. Please check all that you are interested in, provide your contact information and someone will be in touch with you. Many tasks which pertain to the auction night itself will also be visible through SIGNUP GENIUS.

THANK YOU VERY MUCH FOR YOUR COMMITMENT TO THE SUCCESS OF THIS  
EVENT!

- Donations – soliciting donations face to face (some businesses do not respond to letters sent out)
- Basket Assembly – taking loose items that have been donated and compiling into theme baskets; wrapping up baskets with cellophane
- Basket/Donation Pickup – going out to businesses/vendors who have committed to a donation and need it picked up from their location. Please provide town you live in or work in \_\_\_\_\_
- Program – typing up the table of contents, auction guidelines, lists of donated items as they are turned in, etc; coordinating ad layout; coordinating with printer on final version and typing last minute insert items
- Food/Drinks – ensuring chef gets headcount; secure beer, wine, soda, water, coffee, desserts for appropriate number of attendees
- Decorating – setup of tables, creating/purchasing décor for the gymnasium/guests (beads/masks), decorating room week of auction and placing centerpieces
- Entertainment/Music – some ideas might be facepainters, airbrush artists, sax or trumpet player