

**Auction Volunteer Sheet**  
**Friday, February 26, 2010**

**SET-UP CREW #1 - 10:00am - 1:00pm**

Set-up auction tables, assist with putting out auction items and matching bid sheets. Set out party favors and decorations.

In charge of this area:

<b>NAME</b>	<b>PHONE</b>	<b>Email</b>
1. Laurie Lowery		
2. Dee Dee Guzman		
3. Sheri Brudner		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**SET-UP CREW #2 - 1:00pm - 4:00pm**

Set-up auction tables, assist with putting out auction items and matching bid sheets. Set out party favors and decorations.

In charge of this area:

<b>NAME</b>	<b>PHONE</b>	<b>Email</b>
1. Laurie Lowery		
2. Sheri Brudner		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

### **SET-UP CREW #3 - 3:00 - 6:00pm**

Compare auction catalog with each silent auction item and bid sheet to ensure items match. Verify that class projects have a sticker on frame that matches the catalog. Verify all signage is in proper places. Organize general store. Put out directional signs outside.

In charge of this area:

<b>NAME</b>	<b>PHONE</b>	<b>Email</b>
1.		
2.		
3.		
4.		
5.		
6.		

### **CHECK-IN**

Check-in guests, give them a sheet of bidder numbers and tell them their table number. (VERY IMPORTANT: Ensure walk up guests complete walk in bidder form). Pre-scan credit cards.

In charge of this area:

<b>NAME</b>	<b>PHONE</b>	<b>Email</b>
<b>SHIFT #1 - 5:45 - 7:00pm</b>		
1.		
2.		
3.		
4.		
<b>SHIFT #2 - 7:00 - 8:00pm</b>		
1.		
2.		
3.		
4.		
<b>SHIFT #3 - 8:00 - 9:00pm</b>		
1.		
2.		

## SILENT AUCTION TABLE MONITORS

Monitor the bid sheets for errors, such as items being marked too high, bid labels placed incorrectly, etc. Be responsible for explaining the process to the next shift. Third shift pulls bid sheets as sections close.

In charge of this area:

NAME	PHONE	Email
<b>SHIFT #1 - 6:00 - 7:15pm</b>		
1.		
2.		
3.		
<b>SHIFT #2 - 7:00 - 8:00pm</b>		
1.		
2.		
3.		
<b>SHIFT #3 - 8:00 - 9:15pm</b>		
1.		
2.		
3.		

## WINE RAFFLE

Have two sided tickets in place + bid sheet + “hopper for drawing”. Guests should write their last name on back of ticket. Need pens.

In charge of this area: Sheri Brudner

NAME	PHONE	Email
<b>SHIFT #1 - 5:45 - 7:00pm</b>		
1. Sheri & Russ		
2.		
<b>SHIFT #2 - 7:00 - 8:00pm</b>		
1. Sheri & Russ		
2.		
<b>SHIFT #3 - 8:00 - 9:00pm</b>		
1. Sheri & Russ		
2.		

## GENERAL STORE

Sell items in general store utilizing bid stickers for purchases. Items include t-shirts, CDs, koozies, etc. Need bid sheets, boxes of t-shirts (you will be responsible for putting the shirts in size order), need sign with prices.

In charge of this area:

NAME	PHONE	Email
<b>SHIFT #1 - 5:45 - 7:00pm</b>		
1.		
2.		
<b>SHIFT #2 - 7:00 - 8:00pm</b>		
1.		
2.		
<b>SHIFT #3 - 8:00 - 9:00pm</b>		
1.		
2.		

## BIG BOARD

Take bids for the big board. Encourage competition. Need expo markers.

In charge of this area:

NAME	PHONE	Email
<b>Shift #1 7:00 to 8:00</b>		
1. <b>Ron Kahanek</b>		
<b>Shift #2 8:00 to 9:00</b>		
1. (pending)		
<b>Shift #3 Immediately after live auction closes to 9:45</b>		
1. <b>Jason Cooper</b>		

## LIVE AUCTION BID RECORDERS

Stand in the live auction area and record bids as they are received.

In charge of this area:

NAME	PHONE	Email
<b>SHIFT #1 - 8:45 to 9:45</b>		
1. <b>Stacy Margules</b>		
2.		

3.		
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**CHECK-OUT**

Shift #1 - "Bag" all items as silent auction sections close. Items must stay in numerical order  
 Shift #2 - Assist guests to collect their items won, collect payment, and give them their receipt. Separate Shift #2 into "Pre-Scanned" and "Not Pre-Scanned" Lines

In charge of this area:

NAME	PHONE	Email
<b>SHIFT #1 - 8:30 to 9:30</b>		
1.		
2.		
3.		
<b>SHIFT #2- 10:30 to 11:00</b>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**"TEAR DOWN" AT THE END OF THE PARTY - 10:30pm**

Load committee cars with uncollected auction items, and in general make sure we leave nothing behind. Drink champagne to celebrate together!

In charge of this area:

NAME	PHONE	Email
1. Jim Cox		
2. Frank Fossella		
3. Bob Gerber		
4.		
5.		
6.		
7.		