



EHS Auction Volunteer Opportunities

Auction Co-Chairs:

Cindy Dean and Mee Yoke McGuire

Brings committee chairs together to make sure everything is on track. Keeps minutes.

Donation Coordinator:

1 person

Oversees the silent and live auctions. Organizes items procured by various clubs and groups, tracks donation status/location, writes descriptions, enters packages in software.

Ticket Sales:

1 person

Oversees coordination of all ticket sales. Assigns table groups and answers guest questions and email before event.

Social Media/Outreach:

1 person

Handles Facebook and other posts. Creates flyers and other promotional material. Works with committee to help promote the auction at local business and EHS sporting events.

School Coordinator:

1 person

Works with school staff to coordinate all aspects of the auction including ticket sales, auction items, video, etc.

Sponsorships:

1 person

Oversees all aspects of sponsorships including asks, thank-yous, getting banners, logos, etc.

Fund-a-Need:

1 person

Coordinates with auction committee and EHS to target fund-a-need. Work with EHS to create video or whatever is needed to do the ask.

Volunteer Coordinator:

1 person

Oversees all auction volunteers and makes sure event runs smoothly.

Moving Auction Items: 9:00 AM-11:00 AM

5-6 people

Moving auction items from storage unit to Everett Community College Gym

Set-Up/Decorations: 9:00 AM – 2:00 PM

5-6 people

In charge of the overall layout and decorations.

Auction Table Set-Up: 9:00 AM – 2:00 PM**4-5 people**

Responsible for the displaying of live and silent auction items.

Greeters: 4:30 – 6:00 PM**2 people**

Greet guests, give them registration forms to fill out and direct them to check in table to pick up bidder packets. Answer general questions and do wine delivery as needed. Review the auction catalog and the auction area layout before shift begins to familiarize yourself.

Guest Check in/out and data entry: 4:00 – 10:00 PM**6 people**

Check in/out auction guests. Pull bidder packets, update guest and credit card information in computer system as needed. As auction sections close, process all sales by bid number. At checkout, handle any bidding/billing discrepancies & hand out certificates. All remaining billing work is done in the week following the auction, after all data input has been verified/back-checked. Final statements are emailed and credit cards processed a few days after verification occurs.

Bar: 4:30 – 10 PM**2-3 people**

Set up bar, buy all beverages, get ice, glasses and serve drinks.

Emcee/Auctioneer: 5:00 – 10:00 PM

Welcomes guests, announces schedule, closes silent auction, does dessert dash, reads description of live auction items and does live auction. Recognizes and thanks sponsors, volunteers, list clubs & teams.

AV & Slideshow:**1-2 people**

Learns how AV system works, makes sure there is music playing before and after event, oversees creation of and runs the slideshow and any other presentations, including live auction.

Silent Auction Closing: 6:15 – 7:15 PM**4 people**

Close silent auctions by tearing off top two sheets of bid sheets and bringing to people doing check-out.

Heads & Tails Bead Selling: 4:45 – 7:15 PM**2 people**

During the Silent Auctions, circulate through the room to sell heads & tails beads. Use clip board and a sales tally sheet where guests will write down their bid numbers and initial for each bead purchase. As each sales sheet is filled turn it in to front desk until all beads are sold.

Food Pickup and Set up: 5:45 – 6:45 PM**2-3 people**

Go out to Olive Garden in Everett to pick up food and transport to EvCC. Get buffet set up for dinner at 6:45.

Food Preparation & Serving: 6:30 – 8:00 PM**5-7 people**

Prep and serve food and make sure food is stocked and buffet tables are cleaned up after dinner. Clean plates, napkins and forks off guest tables and put in garbage.

VIP Tables 6:30-8:30 PM**1-2 people**

Oversee VIP Tables. Make appetizers, serve food, pour wine, clean table, etc.

Wine Pull: 5:00 – 7:30 PM**3-4 people**

Obtain wine donations prior to event. Set out wines on a table and invite guests to purchase a cork with a number on it. Each number corresponds to the bottle they win.

Live Auction Recorder: 7:30 – 9:30 PM**1- 2 people**

Record winning bid numbers during the live auction including Fund-a-Need. Make sure auctioneer is thanking people between numbers in Fund-a-Need to slow things down.

Live Auction Runner: 7:30 – 9:30 PM**1-2 people**

During the Live Auction, pick up live item bid sheets from the recorder to deliver to the front desk, and then report back to the recorders table.

Dessert Dash: 7:45 – 8:30PM**2 people**

Gets desserts, sets up dessert table, makes bid sheet for tables, collects bid sheets, tally's the amount of each table and puts the tables in order of highest amount to lowest amount, monitors dessert table during the dash, makes sure tables have dessert plates, forks & serving utensil.

Clean-Up: 9:30 PM**6 people**

Clean-up tables and bar area, bring items to cars. Everett Community College will put away tables and clean up mess.

Extra Volunteers 4:00 - 11:00 PM**2 - 3 people**

On call people that can help if someone doesn't show up or if we need extra help with something.

Auction Item Follow-Up:**1 person**

Get items to people that left them.