



### LIVE AUCTION Chair

- Develop detailed timeline for acquisitions (8-10 procured)
- Collect donor contracts
- Design a plan that volunteers can easily make calls and follow through to obtain items
- Liaison between auction committee and school
- Attend auction meetings
- Be available for committee chairs

#### **I'd like to volunteer to serve as the Live Auction Chair**

**Name**

**Phone**

**Email**

#### **I'd like to volunteer to serve on the LIVE Auction committee in support of LIVE item procurement**

**Name**

**Phone**

**Email**



### SILENT AUCTION Chair

- Develop detailed timeline for acquisitions (8-10 procured)
- Collect donor contracts
- Design a plan that volunteers can easily make calls and follow through to obtain items
- Liaison between auction committee and school
- Attend auction meetings
- Be available for committee chairs

#### **I'd like to volunteer to serve as the Silent Auction Chair**

**Name**

**Phone**

**Email**

#### **I'd like to volunteer to serve on the Silent Auction committee in support of Silent item procurement**

**Name**

**Phone**

**Email**



PDS Specialties Chair

- Procure teacher experiences/donations
- Collect teacher experience contracts
- Liaison between auction committee and school
- Attend auction meetings
- Be available for committee chairs

**I'd like to volunteer to serve as the PDS Specialties Chair**

**Name**

**Phone**

**Email**

**I'd like to volunteer to serve on the Specialties Committee in support of item procurement**

**Name**

**Phone**

**Email**





Baskets Chair

- Procure 8-10 large themed baskets from parent volunteers
- Choose 8-10 themes and set up Sign Up Genius for entire community to volunteer for basket donations
- Liaison between auction committee and school
- Attend auction meetings
- Be available for committee chairs
- Responsible for transporting Baskets to Badlands afternoon of April 27<sup>th</sup>

**I'd like to volunteer to serve as the Baskets Chair**

**Name**

**Phone**

**Email**

**I'd like to volunteer to serve on the Baskets Committee in support of item procurement**

**Name**

**Phone**

**Email**



### Data Management Chair

- Handle all online reservations
- Coordinate and integrate mailing lists
- Keep accurate records of all ticket sales
- Handle all follow-throughs for reservations and sales and revenue collection and deposits of corporations, businesses, and individuals as sponsors and underwriters of the auction.

#### **I'd like to volunteer to serve as the Data Management Chair**

**Name**

**Phone**

**Email**

#### **I'd like to volunteer to serve on the Data Management Committee in supporting with data management itemized list above**

**Name**

**Phone**

**Email**



### Logistics Chair

- Liaison with venue (work closely with Brenda and Brooke from Badlands)
  - Floor plan design
  - Recruit and manage volunteers for set up and clean up
  - Work with Basket Chair to coordinate movement of items to auction site
  - Oversee decorations and LIVE/SILENT setup
    - layouts/flowers/centerpieces....
- Coordinate with auctioneer (DJ Jennings) regarding auction logistics
- Handle all A/V set up for “Raise the Paddle” video at Badlands

#### **I'd like to volunteer to serve as the Logistics Chair**

**Name**

**Phone**

**Email**

#### **I'd like to volunteer to serve on the Logistics Committee**

**Name**

**Phone**

**Email**



### Marketing and PR Chair

- Develop PR plan for the event
- Coordinate printing of all auction materials
- Bid out photographer for the evening
- Coordinate all social media
- Develop advertising signage and auction catalog

#### **I'd like to volunteer to serve as the Marketing and PR Chair**

**Name**

**Phone**

**Email**

#### **I'd like to volunteer to serve on the Marketing and PR Committee**

**Name**

**Phone**

**Email**