

2018 AUCTION CHAIR POSITIONS TO BE FILLED

WE NEED YOU!!!!!!

The following are committee chair positions needed for next year's auction. Please take a look and decide how you could help. Remember, there are many chairs you can team-up and do with a friend. Email Therese Clay at tclay@stvincents-school.org or call her at (801) 527-2043.

AUCTION CHAIR NEEDED

1. **Select auction theme.** The date has been set for Saturday, February 10th. The auction Chair gets to set the theme – Jungle Fever, Pirates of the Party, Team Tailgate, Lights on Broadway, An Evening to BOND (007)...the sky is the limit!
2. Work with Development office directly to get monthly tasks accomplished.
3. Get Auction sub-committee chairs in place (if possible, prior to beginning of next school year in August).
4. Give ideas to graphics person on theme so a logo and posters can be created for Back to School Night on August 24th.
5. Plan Back to School Night talk (5 minutes or so) and attend for presentation and auction volunteer sign-up.
6. Set up monthly meetings or meet in groups with like committee's Oct – Feb.
7. Give ideas and input on things you want done to tie to theme.
8. Help resolve issues as needed from sub-committee chair members.

COMMITTEE CHAIR POSITIONS NEEDED

These are the traditional committee chair positions we have had in the past. This year we may choose to revamp some areas once we get an Auction Chair on-board. In the meantime, if you are interested in one of these areas let Therese know!

Solicitations: This person works with the Development office to oversee and develop solicitation letters to past donors in October/November. Chair and Development office finds 10 people who will each take a list and make calls to past donors. Callers need to be comfortable making phone calls and procuring donated items. Once items come in, we will determine what goes live versus what goes silent or Best of Best.

Corporate Sponsors: Chair helps Development office send letters to past corporate donors and solicits new underwriters for the auction. This then reduces our costs and helps us make more money for the school. Help brainstorm on possible new corporate underwriters.

Room Decorations: If you have vision and love to decorate, this is the job for you. This person helps decorate the Holy Family Hall, Gym, entry at school, and breezeway area. This could be 2-3 people to chair each area if you want. This committee received a budget to purchase decorations. This person get volunteers and works the week prior to the auction, normally the whole week, working with Jesse (maintenance) on where to hang things on walls or from beam to beam. This person needs 3-4 volunteers daily to help decorate each day throughout the week. HSA also helps get volunteers through the website.

Table Decorations: This person works side by side with the room decorations chair to come up with centerpieces that tie with the theme. A budget is given for this committee. Set up Friday and Saturday for auction. Need 4-5 volunteers to help with centerpiece, table number tents, napkin rolling and place settings. Also this person helps determine the themed gift for the corporate patron tables.

Bar: Chair works on getting the permits necessary from Holladay city and DABC for our event. Work to get some alcohol and beer donated. Determines the themed cocktail for the evening. Make purchases of wine,

cups, napkins, straws etc. A budget is given to this committee. Volunteers are needed for the bar, but many parents like to sign up as it is a fun place to work the night of the auction.

Live Auction: Chair helps to secure bigger items for live auction along with solicitation chair. This chair runs the live auction with spotters and runners and recorders and makes sure the auctioneer is running things smoothly.

Silent Auction: This Chair helps set up the silent auction tables and package the items, putting in baskets and mount certificates for the silent auction.

PowerPoint: Creates a PowerPoint for the Live Auction the night of the event. This person takes pictures of items and pulls needed information from internet for trips to create a visual display for the live auction.

Raffle: Chair does school raffle assembly (in December) and then runs student contests each week. Gets prizes, run contests, comes up with the raffle concepts. Need 6-8volunteers each week to help with the raffle, coordinate winning class parties, update meters on classroom doors, etc.

Classroom Projects: Person coordinates room parents to do projects and baskets. Goes to room parent meeting in fall and sets timeline of when things need to be done. Email timeline and follow-up with room parents each month to keep them on task. Help set up on the day prior to auction. Needs 3-4 helpers.

Facilities Help set up the room with chairs and tables and the linens starting on the Wednesday night before the auction – Saturday. Volunteers help with this task, which you get with the help of volunteer spot.

Clean up: Works with facility chair, silent auction chair, and decorations to know what items will need to be cleaned up and stored vs. thrown away. Helps recruit people to help clean up the day after the auction. Sends flyers to Judge Memorial and Juan Diego High School to recruit students to help. Also works with person who is posting on volunteer spot to get parents involved in clean up. Puts all tables and chairs away and gets rid of trash.