

St. Bernadette Parish School 2012 Auction

Friday, November 2nd and Saturday, November 3th



It's a small world You play a big part

The Auction Committee would like you to review and complete this form. Every new and returning family is required, but not limited, to fulfill **10 Auction volunteer hours**. Any additional hours can be applied to your non-fundraising volunteer hours.

We ask that **each** volunteer (mom, dad, grandparent, aunt, uncle, etc.) please fill out your contact information on the back. Please circle all special interests that apply to you and return this **entire form** to the school office. This is simply a questionnaire and does not necessarily commit you to those days, times, or jobs, but enables us to schedule all volunteers, and help you fulfill your commitment hours. If you need more information about a specific position, or would like to discuss more in detail with the committee chairperson, please use their email contact listed below.

**Auction Chair – Michele Blakley – marrmichele@aol.com
Volunteer Coordinator – Julie Tarp – jatarp@live.com**

Audience Development – (Chair – Alex Narvaez - alexznarvaez@gmail.com)

- | | |
|---|--|
| <input type="checkbox"/> Entrance Display | <input type="checkbox"/> Table Centerpieces |
| <input type="checkbox"/> Making ALL Signs | <input type="checkbox"/> Background Décor |
| <input type="checkbox"/> Setting Tables – according to pre-done schematic | <input type="checkbox"/> Collecting & Returning Rental Items |
| <input type="checkbox"/> Dessert Table set-up | <input type="checkbox"/> Making of Golden Ticket Items |
| <input type="checkbox"/> Ceiling Décor | |

Item Setup – Silent & Live (Chair - OPEN)

- | | |
|---|--|
| <input type="checkbox"/> Transport Items | <input type="checkbox"/> Organize & Prep Items |
| <input type="checkbox"/> Load & Unload Items | <input type="checkbox"/> Runner |
| <input type="checkbox"/> Set-up Silent Tables | <input type="checkbox"/> Assembly of Items |
| <input type="checkbox"/> Set-up Live Tables | <input type="checkbox"/> Table Decorations |

Friday & Saturday Nights of Auction (Chair – Julie Tarp - jatarp@live.com)

- | | |
|--|--|
| <input type="checkbox"/> Door Greeters | <input type="checkbox"/> Coat Check (Saturday Night Only) |
| <input type="checkbox"/> Silent Auction Table Closers | <input type="checkbox"/> Ticket Sales Coordinator |
| <input type="checkbox"/> Live Auction Runners (walk bid records to recorders) | <input type="checkbox"/> Ticket Sales (Raffle, Drinks, Food) |
| <input type="checkbox"/> Live Auction Spotters (helps Auctioneer spot bidders) | <input type="checkbox"/> Saturday Night Dinner Servers (Catholic HS Students Only) |

Security / Clean-up (Chair – Steve Bale – stevecbale@msn.com)

- Security – Thursday night, Friday, Friday night, Saturday, Saturday night
- Clean-up – Thursday night, Friday night, Saturday night, Sunday
- Garbage Removal - Thursday night, Friday night, Saturday night, Sunday
- Pre & Post cleaning of kitchen
- Pre & Post cleaning of Parish Hall

Publishing Support (Chair – Erin Etzkorn – reddoor828@msn.com)

- Newsletter / Church Bulletin Flyer
- Photocopying
- Absentee Bid Forms
- Invitee Database
- Bulk Mailing
- Invitations
- Save-the-date Cards

Database Management (Chair - Vivian Haviland – v.haviland@comcast.net)

- Document Printing – Table tents, Certificates, Hot Sheet, Donor Thank You Cards, Etc.
- Data Entry – Certificate Box Proofer
- Items Check-in
- Data Entry
- Create Certificate Packs
- Web Liaison

Finance (Chair - Sylvia Cruz – sylviacruz@gmail.com)

- Bidder Packets
- Check-in/out set-up – Thursday night
- Check-in/out - Friday night, Saturday night
- Recorders – Friday night, Saturday night
- Clean-up – Friday night, Saturday night
- Sunday – Clean-up to put Extended Day Room back together
- Auction Audit – Sunday
- Administrative - Statements

Procurement (Chair - Jill Martin – jillmartin2004@comcast.net / CO-Chair OPEN)

- Procurement team (several open positions)
- Procurement List
- Mail Merge
- Envelope Stuffing
- Follow-up phone calls
- Advertisements & Sponsorships – volunteers to pick-up items
- Class Basket Coordinator
- Dessert Auction Coordinator
- Friday night food vendor Coordinator

Catalog (Chair - Open)

- Catalog Ad Format

Bar & Beverage (Chair – Chad Hiner – chadhiner@comcast.net)

- Wine Corker
- Wine Server
- Water Server
- Bar Attendant

Friday Night Kids Activities (Chair – Darlene Dydasco – dydcor731@comcast.net)

- Kids' Activities Coordinators / monitors

(Please Return Entire Form – Please Print Clearly)

Name: _____ Email: _____@_____

Phone: _____ Alternate Phone: _____

Student(s)/Grade: _____

Relation to Student(s): _____