

2010 AUCTION VOLUNTEERS

YES!! I WOULD LOVE TO HELP MAKE THIS AUCTION A SUCCESS!

****High Schoolers-you earn service points for volunteering at this event**

NAME _____

EMAIL _____ PHONE # _____

_____ ****CHILD CARE COORDINATOR****

PRE-AUCTION PREP

January 17 Mask Decorating (2)

_____ **Decorating Station Monitor** between services / help with set-up

_____ **Decorating Station Monitor** after 10:30 service / help with clean up

January 24 Mask Decorating (2)

_____ **Decorating Station Monitor** between services / help with set-up

_____ **Decorating Station Monitor** after 10:30 service / help with clean up

February 4th & 5th 9:00 am – 5 pm each day

_____ **Auction Set-Up Team**

We need plenty of people here, the more the merrier!!

Set up involves setting tables, chairs, stage, sanctuary divider and platforms, registration table, set up auction tables, set out auction items, table card and bid bid forms and decorating.

February 6 – PRE-Event (5)

_____ **9am to Auction Start Prep Team**

Dinner set-up, set out remaining auction items, table cards, bid forms, and sound system set up

February 6 – THE EVENT (28)

_____ Registration Team	4:30 pm – 6:30 pm
_____ Raffle Ticket Sellers	5:00 pm-8:00 pm
_____ Heads & Tails Game Ticket Sales	5:00 pm-8:15 pm
_____ Silent Auction Table Monitors & Closers	4:30 pm—7:00 pm
_____ Table Bussers	7:00 pm-9:00 pm
_____ Bid Filers	6:00 pm-end (approximately 10 pm)
_____ Bid spotters	8:00 pm-end
_____ Live Auction Recorders	8:00 pm-end
_____ Live Auction Runners	8:15 pm-end
_____ Head Cashier	7:30 pm-end
_____ Cashiers	8:30 pm-end

February 6 – POST EVENT

8:00 pm – it's all done (!?)

_____ Clean Up Team (15+)

Auction breakdown and returning the building to “worship ready” for Sunday morning.
Many hands make light work – the more the merrier!!

_____ I'd love to help put me where I'm needed

Return your volunteer form to the church office ASAP – or by January 20 so that we can get our teams together.

You can also email your response to the Auction Volunteer Coordinator.

Auction Volunteer Coordinator: Marie Nordquist lutequist@yahoo.com

****All volunteers planning to participate in the auction MUST purchase an auction ticket. Bid filers (who can't participate), and other volunteers not participating in the auction do not need to purchase an auction ticket.**