

## **Auction Committee Team Role Descriptions - 2020**

### *Donations Team: (6-8 needed)*

Team collaborates to “brainstorm” new donors and donation ideas; and then divide and conquer to contact the donors. Meetings are held every other week during the pre-auction period; however, if not able to make a meeting in person; a “call-in” option will also be available.

Hours: variable

Pre-Auction: Sept-Jan

Set-Up: No

Event Night: No

Post Event/Clean Up: No

### *Donations Pick-Up Team: (2 needed)*

This team's role is to pick up committed donations from local business (i.e. gift cards, business products, etc.) and deliver to Auction office. The team will coordinate with the Donations Team to schedule pick-ups. This role is done behind the scenes, mostly during the day or when available.

Hours: variable

Pre-Auction: Oct-Feb

Set-Up: No

Event Night: No

Post Event/Clean Up: No

### *Data Entry Team: (1-2 needed)*

This team is a small team that helps in a big way by entering the donations as they are received into the auction software. This can be done at home. A software training will be held in October

Hours: variable

Pre-Auction: Oct-Jan, heavy in Jan

Set-Up: No

Event Night: No

Post Event/Clean Up: No

### *Description Writers Team: (1-2 needed)*

This team's role is to write the auction item descriptions to be printed in the Auction Program. The team will collaborate with the Chairs on proofing. This work can be completed at home. Computer availability and creativity is necessary.

Hours: 10-20

Pre-Auction: late Jan-early Feb

Set-Up: No

Event Night: No

Post Event/Clean Up: No

### *Advertising Team: (2 needed)*

The team's role is to solicit businesses for advertising in the auction program. Team will create a potential list of advertisers and divide and conquer to sell ad space; including collecting contract and payment, and artwork for the ad.

Hours: variable

Pre-Auction: Sept-Jan

Set-Up: No

Event Night: No

Post Event/Clean Up: No

*Classroom Projects Team: (Michelle, Grace)*

*Work with chair to determine projects for each grade. Collect materials needed for projects and assist the students in project execution.*

Hours: variable

Pre-Auction: Sept-Feb

Set-Up: No

Event Night: No

Post Event/Clean Up: No

*Assembly/Prep Team (8-10 needed)*

This Team will meet at CCD on Wednesday, February 26<sup>th</sup> to assemble items to prepare for auction display. This is typically a team made up of dads, but all are welcome!

Hours: 4-6

Pre-Auction: Yes

Set-Up: No

Event Night: No

Post Event/Clean Up: No

*Auction Event Set Up/Display Team (12 needed)*

Set Up Team will set-up the auction items and displays at CCD on Thursday, February 27<sup>th</sup> and Friday, 28<sup>th</sup>. They will work to ensure proper set up and display of auction items; assure all other items (display boards, item placards, etc) are placed properly. This team will also meet weekly for 4 weeks pre-event to prep for displays.

Hours: 6-12

Pre-Auction: Jan-Event

Set-Up: Yes

Event Night: No

Post Event/Clean Up: No

*Raffle Team: (2-3 needed)*

The Raffle Team will sell tickets after masses each weekend beginning in Jan and be responsible for distributing and recording ticket sales; through event night. Training on the auction software will be provided in December. Can be arranged to each take one mass; each week; or Choose weekends to cover all masses and switch

Hours: 15-20

Pre-Auction: Jan-event

Set-Up: No

Event Night: Yes

Post Event/Clean Up: No

*Video Team (Katie, Nicole)*

The team will collaborate with the Chair to determine theme and scope of the video to be displayed during the Star appeal; which will creatively highlight OLSOS and students. The team will photograph and video during a few days of school.

Hours: 15-20

Pre-Auction: Oct-Dec

Set-Up: No

Event Night: No

Post Event/Clean Up: No

*Auction Event Clean Up Team (2-4 needed)*

The cleanup team works the evening after the event is done to pack all décor, displays, and all auction related items.

Hours: 1-2

Pre-Auction: No

Set-Up: No

Event Night: No

Post Event/Clean Up: Yes

*Auction Clean Up and Packing Team (2-4 needed)*

This team will work from 12 to 3 on Sunday, March 1<sup>st</sup> to pack for Monday's move back to the school.

Hours: 3

Pre-Auction: No

Set-Up: No

Event Night: No

Post Event/Clean Up: Yes

*Thank You Team (1-2 needed)*

Create and distribute thank-you letters and receipts to donors throughout the procurement period through post-auction.

Hours: 10-15

Pre-Auction: Oct-March

Set-Up: No

Event Night: No

Post Event/Clean Up: Yes