

# Silent Auction Volunteer Descriptions

## **Gala Kick-off Silent Auction**

### **All positions are in person**

#### **Silent Auction Night Co-Chairs – September – Auction**

The Silent Auction Co-Chairs will help plan with the Auction Coordinator and oversee the Silent Auction. This position(s) will:

- assist in set up and manage all activities related to the Silent Auction.
- work closely with the Kids Activity Coordinator and Food Coordinator and schedule meetings to meet as a team.
- be responsible for checking in with all stations that handle money and work closely with Evergreen Event Services.
- be partial home volunteer position and in-person. In person is required for set up and at the event until all tasks and clean up are completed.
- attend meeting(s) with Team and Auction Coordinator either in person or via Zoom.

#### **Silent Auction Kids Activity Coordinator – September - Auction**

The Silent Auction Kids Activity Coordinator with Silent Auction Chairs will plan out all kid's activities. This position will:

- coordinate with a rental company pricing and rental of activities and ordering of prizes for games.
- assist with organizing kid activities for the children during the auction.
- work with Volunteer Coordinator to assemble Kid's Activity Crew to help run kids' activities.
- need to volunteer in person day of event.
- be reimbursed for any out-of-pocket expenses. Will be given a budget to work with in.

#### **Silent Auction Food Coordinator – Planning November - Auction**

The Silent Auction Food Coordinator plans the menu with the Auction Coordinator. Gift cards are sometimes donated to cover expenses. This position will:

- welcome donated items.
- work with Volunteer Coordinator to assemble a Café Team to assist with the shopping, preparation and serving food.
- be reimbursed for any out-of-pocket expenses beyond what is donated.

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## **Silent Auction Merchandizing Director - 2 Weeks Prior to Auction**

The Merchandizing Director will work a team to make the entire auction items look presentable and attractive to the potential bidder. This position will:

- communicate and notify Auction Coordinator if there are any props or supplies that are needed for Merchandizing 2 weeks prior to event. Auction Coordinator will supply list of items report to Merchandizing Director.
- need to volunteer in-person

## **Evening of Silent Auction**

### **Banking, Data Entry, Check-In and Check-Out (may be omitted due to Text2Bid)**

#### **Banking Chair (4:30-9:30):**

- This individual will work with Check-In, Data Entry Registration and Check-Out volunteers.
- They will also assist Evergreen Event Services in making sure all positions are covered and help with training.
- This person will work with volunteers as they check in for the event.

**\*Check-In (4:30-7:30):** This individual will work to pre-check guests who want to credit card transactions event. They will also work with the team that runs the databases.

**\*Data Entry (6:30-9:30):** Preferred Data Entry experience but will train. Will be entering sold items as tables close.

**\*Registration- Check-In (4:00-8:00):** These individuals will be checking in guests who need their bidder numbers or register guests that are not already registered.

**\*Check Out (6:30-9:30):** Will help guests check out and settle up their bill. They will direct bidders to the merchandise pick-up.

#### **Table Closers (6:15-8:15):**

- These volunteers will attend to the Silent tables to make all bidding stops once the table closes.
- After table is closed you will remove bid sheet and run to data entry Evergreen Event Services will train.

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## **Certificate/Item Pick-Up (6:30-9:30):**

- Hand out Certificates to winning bidders after check-out.
- Check Statement to Verify

## **Bracelet/Ticket Sales (4:30-8:00):**

- These two individuals will sell bracelets and tickets for activities and sweet shop.
- Will work with Silent Auction Co-Chairs

## **Café Cashiers (4:30-8:00):**

- These two individuals will sell food tickets to guests and need to work quickly and efficiently.
- Will work with Silent Auction Co-Chairs

## **Silent Auction 50/50 Chief - Night of Family Night (4:30-8:30):**

- The Silent Auction 50/50 Chief oversees selling raffle tickets and meeting with the raffle team prior to selling to go over goal for raffle sales.

## **Silent Auction After-Auction Crew Chief (8:30-10:00):**

- The Silent Auction Cleanup Crew Chief will assist and oversee volunteers with clean up after the Auction event.
- Make sure all unsold or unclaimed items are locked up in storage room.
- Also, make sure all rental tables and items are segregated and ready pick-up next day.
- Also, assist in making sure items to be used at the Gala are left out and ready to go.

All these positions are very important for the success and execution of our largest fundraiser of the year. We hope that a parent(s) can commit to one of these lead positions for the time that they are here at St. Vincent. This is also great way to use your talents and know how you are contributing to your volunteer hours each year.