

ENSURING *OUR* FUTURE – ANNUAL AUCTION

SATURDAY, MARCH 5, 2011 AT ST. FRANCIS HIGH SCHOOL

GET INVOLVED WITH THIS YEAR'S AUCTION. VOLUNTEERS SIGNING UP NOW!

There are many volunteer opportunities available, both large and small. For questions, contact Jean O'Connell at 630-208-4730; jmcc63@aol.com or Denise Slattery at 630-2089522; daslattery@aol.com.

PLEASE RETURN THIS FORM BEFORE JULY 30TH.

_____ **Ads** – Secure advertisers for program book

_____ **Bid Board** - Obtain major event tickets, secure sports equipment and memorabilia for the Bid Board. Monitor bids on auction night

_____ **Catering** – *Chairpersons: Laurie Murphy & Julie Pinns*
_____ Plan the menu for the evening. Work with the caterer prior to and night of the event

_____ **Cash Raffle** – *Chairpersons: Julie Brenhofer, Amy Holsinger, Laura O'Donnell, Yvonne Scholl* - Publicize and sell raffle tickets throughout the school year at school events, monitor sales and oversee the drawing on auction night

_____ **Chances for Francis Raffle** – Coordinate raffle items and sell tickets at the auction

_____ **Closers** - *Chair: Peggy Macenas*– Assist with the closing of Silent auction tables on auction night

_____ **Computer** – Use auction software at SFHS to input auction items into auction software at St. Francis, create bid sheets and certificates for display

_____ **Decorations** – *Chairpersons: Mary Rowan & Margy Marren* - Use your creative talents to redesign the Slant dome for auction night

_____ **Display** – Create attractive displays for all auction items. Assist with set-up and take down on auction day

_____ **Finance** – Check Out/Cashiers – Input data and work check-out at the event. Assist guests with express check-out

_____ **Graphic Design** – Create design needs for the auction event, i.e. raffle tickets, invitations, program cover, etc.

_____ **Live Auction** – Collect and create Live auction items; communicate with and assist the auctioneer

_____ **Live Auction Spotters** – Be a bid spotter for the auctioneer during the Live auction

_____ **Parish Rep** – *Chair: Linda Griffith* - Communicate with the SFHS families in your parish
_____ and the PO Parish Rep to coordinate donations and keep your Parish “in the loop”

_____ **Program** – *Chair: Annette Humes* - Write, layout and produce program book

_____ **Publicity** – *Chair: Anne Roberts* - Keep St. Francis parents and friends informed about the
_____ auction through weekly e-news communications, auction webpage updates and social
_____ media outlets

_____ **Reservations** – Record reservations, create name tags and assist at check-in

_____ **Set-up/Take down** – *Chair: Denise Bacon* - Set-up and take down items on the
_____ day of the event

_____ **Silent Auction** – Acquire services and items for the Silent auction tables from SFHS
_____ families, friends and local businesses

_____ **Spartan Pride** – *Chair: Gail Talley* - Acquire donations from SFHS teams, coaches,
_____ clubs & faculty to create unique items for the Spartan Pride silent auction table

_____ **Thank you** – *Chair: Maryanne Deaton* - Wrap up this event with thank you notes to
_____ auction sponsors

_____ **Theme Parties** – Help organize theme parties hosted by sponsors for the
_____ Sign-Up Party table

_____ **Volunteer** – Track, communicate with and coordinate volunteers for this event

_____ **Web Page Designer** – Work to design an auction webpage for families and donors
_____ for gift donations and auction updates

_____ **Wine & Dine** – Collect wine and local restaurant gift card donations to be assembled and
_____ auctioned at the event

_____ **PUT ME WHERE YOU NEED ME!** – Manpower needed along the way

Name: _____ Phone: _____

Email: _____

Comments: