

Pre-Event Planning		
Activity	Description	Time Commitment
Auction Item Solicitations	Solicit donations from area businesses include in the auction	Schedule your own time, as much as you can help. Attend meetings when possible
Section Captain	Be responsible for a section of auction items during solicitations, the event, set up and check out - Can share responsibility with co-captain	Focused solicitations on your section. Proof read auction catalog for your section prior to printing, all set up times, during event and during check-out. Can split this job with another and you can mingle during event
Table Decorations	Work with the theme and within a budget to design, create, deliver and set up table decorations	Pre-Event - 5-8 hours depending on complexity of design, plus set up and transport on event day. Attend meetings when possible
Room Decorations	Work with the theme and within a budget to design, create, deliver and set up room decorations	Pre-Event - 5-8 hours depending on complexity of design, plus set up and transport on event day. Attend meetings when possible
Party Favors	Work with the theme and within budget to define, purchase and pass out party favors	5-8 hours, plus managing the process of passing out the favors. Attend meetings when possible
Community Art Project: Clock	Showcase your artistic talents by embellishing a Clock to be put up for auction. Choose your own clock or let us get one for you then design away	As much time as it takes to satisfy your artistic side!
Pre-Event Activities - One-time events or work from home		
Activity	Description	Time Commitment
Packet/Invite Envelope Stuffing	Work in a group setting to stuff solicitation packets, invitations, auction packets	Meeting times will be set by the Advancement Office, come and help as long as you can
Ticket Sales (Car Pool)	Sell event tickets during car pool times	As many carpool sessions and you can
Thank you note writing	Hand write thank you notes to donors - can be done at home on own time	We assign 20 notes at a time, come back for more if you can!
Odd Jobs	Making Signs, Designing baskets, auction displays....	Come to a meeting and help us with odd jobs as them come up

Gala Weekend Activities		
Activity	Description	Time Commitment
Auction Item Transport	Transport auction items to the venue	Friday March 2, 2012, am load trucks then transport to venue and unload
Set-up	Set up Auction tables according to item numbers in sections	Day prior to event and or morning of event 3 hours each day - can work one or both time blocks
Check-In and Registration	Sign in guests at event	2 hour training session and packet stuffing prior to event, plus arriving 1 hour prior to the start time and remain until most guests have arrived
Check-Out	assist guests with the check out process	30 minute training prior to the event and then during the check out and the end of the event. Great activity for couples!
Clean-Up/Transport	After Event, clean up and transport remaining auction items back to campus	After the event is done, tear down displays, clean up and transport items back to campus, last time we finished at midnight

Sections:

Around School

Art

Around Town

Sports and Recreation

Indulgences

Clothing and Accessories

Home Sweet Home

Travel and Escapes

Parties and Sign Up Events

For the Students