



St. Michael's Episcopal School

Annual Auction

The John Marshall

February 11, 2017

VOLUNTEER FORM

St. Michael's parents make the auction a truly special and successful event. Please choose the ways in which you would like to participate and return to one of the School's offices.

_____ **Solicitations/Acquisitions/Pick-up**

Acquiring items for the silent and live auctions. Select from a list of previous contributors, suggested businesses and/or create your own contacts. Also includes picking up the items donated by businesses solicited.

_____ **Class Projects**

Assisting with designing and producing the pre-determined auction project for your child's class.

_____ **Invitations**

Addressing and stuffing invitations.

_____ **Decorations**

Assisting with decorating the auction venue.

_____ **Set-up**

*Transporting auction items and arranging displays.
Must be available to set-up February 11.*

_____ **Registration**

Greeting guests as they arrive at the auction. Assisting with credit card registration and mobile bidding. Volunteers scheduled for half-hour shifts.

_____ **Checkout**

Assisting guests with final payments and item pickup.

_____ **Clean-up**

Spearheading auction breakdown at the conclusion of the event.

Name: _____

Phone: _____

Email: _____