



St. Michael's Episcopal School Annual Auction

February 10, 2018, The John Marshall Ballrooms

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/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 on February 10, 2018.

_____ **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.

_____ **Breakdown**

Spearheading auction breakdown at the event's conclusion.

Name: _____ Phone: _____

Email: _____