



# St. Michael's Episcopal School Annual Auction

Bon Secours Washington Redskins Training Center  
November 16, 2019

## VOLUNTEER FORM

St. Michael's parents make the auction fun, festive, and celebratory. Please choose the ways in which you would like to help and **return to the School by July 17.**

\_\_\_\_\_ Solicitations/Acquisitions

*Acquiring items for the silent and live auctions. Select from a list of past 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.*

\_\_\_\_\_ Decorations

*Assisting with decorating the auction venue.  
Must be available to set up November 16.*

\_\_\_\_\_ Set-up

*Transporting auction items and arranging displays.  
Must be available to set up November 16.*

\_\_\_\_\_ Registration

*Greeting guests as they arrive at the auction. Assisting with credit card registration and mobile bidding.*

\_\_\_\_\_ Checkout

*Assisting guests with final payments and item pickup.*

\_\_\_\_\_ Clean-up

*Spearheading auction breakdown at the conclusion of the event.*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_