



AUCTION VOLUNTEERS NEEDED

Our dedicated volunteers are the backbone to the success of the Greek Open Auction to support Agia Sophia Academy! We expect this year's auction to be another fantastic event; however, we need your help!

If you have a few hours a week, a month, or are available on the day of the auction, we welcome your help. Many services can be done from home and earn volunteer hours!

Check them out and let me know how you can help!

Contact Brigid Powell to sign up or send her an email at brigidpowell@asapdx.org

COMMITTEE ROLES & RESPONSIBILITIES

PROCUREMENT

TICKET SALES (DINNER TICKETS, RAFFLE TICKETS)

AUCTION WORKS

DECORATIONS

SET-UP

TEAR-DOWN

The **PROCUREMENT COMMITTEE** is responsible for getting physical donations for both oral and silent auctions; Mrs. Powell is the committee chair for this group. Much of the work can be done from home.

The **TICKET SALES COMMITTEE** will be responsible for arranging and managing ticket sales to the Dinner Auction. One person could be in charge of that, while another person is in charge of pre-selling raffle tickets. Raffle tickets will be available when school starts. Dinner tickets are available at registration online.

The **AUCTION WORKS COMMITTEE** serves a number of functions: Auction Prep, Dinner & Auction Registrar; Cashier; Runners; Live Auction Recorders. These will be detail oriented workerbees who will be responsible for making sure our guests' experience is smooth and worry free. This committee will be responsible for assembling registration packets, setting up the filing system for the packets and later the receipts and for knowing where the auction manager is at all times. These folks will need to eat before the event, as the auction is a lot of work that will not allow for dinner. You will have fun, I promise! (these folks can also be friends of ASA, not necessarily parents, so if you know someone, send them to me!

The **DECORATION COMMITTEE** is responsible for “designing” the centerpieces for the dinner tables at the auction as well as getting the tables in position for the auction and dinner. Your team will be responsible for getting all decorations to Langdon Farms on Monday, September 20th in the early afternoon. Obviously, this requires your availability in the early afternoon that day.

The **SET-UP COMMITTEE** will meet with the procurement chair the week prior to the auction to familiarize themselves with the items and the general concept of what should be grouped together. The set-up committee needs to be available in the early afternoon of Monday, September 20th. Members should feel comfortable lifting heavier objects and enjoy more physical tasks. Set-up committee members will help move the objects from ASA to Langdon Farms and get everything in place at the venue.

The **TEAR-DOWN COMMITTEE** is responsible for the auction (not dinner) clean up, but more importantly helping with the moving of unclaimed items into the appropriate vehicle. Tear-down committee should be auction attendees or volunteers the night of to help with the quick room sweep after the event. The tear-down committee chair will be responsible for speaking with the set-up committee chair to understand where boxes and other packaging materials have been stored to pass along to the tear-down committee.

Thank you for your time and effort in making this the best and most successful auction ever!