

MPS Auction Committee Responsibilities

Merchandising/Setup

This team is responsible for all the merchandising of the goods/services and the transportation and setup of all the items at the event location. The team will need to meet two to three times prior to the event to put together gift baskets, create placards, slot party boards, live auction display boards and to make everything look beautiful and come up with their game plan for event day. These meetings will typically be held at the person's home where all the items will be stored for the two weeks leading up to the auction. It's great to have at least a few creative and crafty folks on this team. Also, it would be suggested that the folks helping to transport the items to the venue have a station wagon or SUV in order to fit as many items as possible per trip.

Members needed: 15-20

Decorating/Hall Setup

This small team is responsible for all decorating responsibilities for event night.

Members needed: 2

Check-In/Check-Out Data Entry SchoolAuction.net Operations

For the last few years, we have swapped 4- 5 people with Reike Elementary School to complete check-in and check-out. This description is for information only, in case you want to know what's going on or volunteer to work at the Reike auction. This team is responsible for all SchoolAuction.net (online auction application) activities. This includes greeting guests, checking them in, distributing bidder numbers, swiping credit cards, and directing entrants once they arrive at the event. This team will also input winning bids from bid sheets once silent auctions have closed and enter all winning bids from live auction items. This team will also conduct all check-out activities including printing receipts for all exiting guests. These team members should be computer literate and it's great if they have previous experience with SchoolAuction.net (although a simple tutorial will bring anyone up to speed quickly). Alumni are a great fit for this team. Members will work a shift or two during the evening.

Event Sales (no chairperson necessary)

These individuals will be responsible for walking the event floor selling Golden Tickets and/or Heads or Tails necklaces. Members of this team will work in shifts prior to the start of the live auction. This is a simple and fun job if you're outgoing and like sales. Shifts will last from 20-40 minutes.

Members needed: 6

Item Bagging & Distribution

This team is responsible for getting all bid sheets to the check-in/check-out area, moving all auction items from the auction floor to the bagging area, putting items into the correct bidder bags and getting all items to the correct bidders as they present their receipt upon exiting for the evening. Members will work a shift or two during the evening. Shifts will last 20-40 minutes.

Members needed: 20-25

Clean Up and Take Away

This group is responsible for all clean-up after the event. The Clean Up chairperson is also responsible for 'inventorying' all of the display materials during setup so that the team knows what needs to be returned to MPS, what stays at the event location, and what gets tossed. Members of this group should have access to large vehicles for haul-away of larger display items and auction items that did not sell.

Members needed: 4

Thank You Letters to Donors (no chairperson)

This person is responsible for sending letters to all donors thanking them for their donation towards our auction. You will receive an electronic file containing all the mail-merged custom letters. You will need to print, stuff, address, stamp and mail.

Members needed: 1