

OLGC AUCTION * May 1, 2010

VOLUNTEER SIGN-UP

OLGC's annual auction is the year's social highlight and major fundraiser of the parish and school. We need *your* time and talent to make this annual event a success. Please contact the Auction Office at (703) 896-7425 or auction@olgcv.org if you want more information about a committee or volunteer position.

NAME: _____

E-MAIL: _____ PHONE #: _____

Please return completed form to the Administration Building, next to the church.

We need help with the following projects on these dates:

BULK MAILING: _____ Help label, stuff and seal solicitation letters to parishioners and local businesses. An hour or two or all day will help us greatly! **January 7**, starting at 8:30 a.m.

THEME BASKETS: _____ 1) Distribute baskets after Masses and CCF on **Jan. 30/31** or **Feb. 6/7**.
_____ 2) Assemble and wrap baskets on **April 15**, starting at 8:30 a.m.

CAR RAFFLE MAILING: _____ Help label, stuff and seal raffle mailing to parishioners on **Feb. 4** in Parish Center beginning at 8:30 a.m.

INVITATIONS: _____ Help label, stuff and seal invitations on **March 4**, beginning at 8:30 a.m.

PROGRAM DISTRIBUTION: _____ Help distribute programs after all Masses the weekend of **April 24/25**.

We need help before the auction:

ADVERTISING: _____ Help solicit ads for auction program. (Nov. – late March)

DATA ENTRY: _____ Enter information in the auction data base. (Nov. – mid-April)

DECORATIONS: _____ Help design and prepare decorations for Auction Night. (March -April)

DISPLAY & LAYOUT: _____ Help create signs and display boards for donated items, raffles, etc. Plan creative ways to display auction items. Help set up and display auction items on Auction Day.

(OVER)

LIVE AUCTION PRESENTATION: _____ Prepare displays and/or PowerPoint presentation on live auction items for the night of the auction. (April)

PROGRAM: _____ Assist with program writing and editing. (Feb. – mid-April)

RAFFLES: _____ Help sell raffle tickets after Masses and CCF classes on selected weekends.

SILENT AUCTION DONATIONS:

We are looking for volunteers to have fun developing the following auction sections. You will be involved with your section from start to finish and solicit for donations within your section. Ideally, 2 or 3 people will co-chair each section. Many hands make light work ... and more fun. So grab a buddy or two and let those creative juices flow!

Gift Certificates: _____ **Services:** _____ **Family Fun:** _____

Great Escapes: _____ **Merchandise:** _____

OLGC's Finest: _____ Help organize donations from school classes and teachers, CCF, various parish groups, and school and parish administration.

_____ I'd be interested in co-chairing one of these sections.

SUPER SILENT DONATIONS: _____ Super Silent items are premium donations. They may appear in either the Super Silent section or the Live Auction itself. This is the most exciting part of the auction!

We need help Auction Day (and Night) – May 1, 2010:

BID PROCESSING: _____ Assist with data entry of winning bids on Auction Night.

CLEAN UP: _____ Help clean up afterward on Auction Night.

CLOSE OUT: _____ Help collect payments on Auction Night.

EVENT DAY VOLUNTEERS: _____ 1) Help set-up and decorate during Auction Day.
_____ 2) Provide staffing and help clean-up on Auction Night.

LIVE AUCTION ASSISTANCE: _____ Help auctioneer identify bidders, record winning bids and relay information to close-out on Auction Night.

TRANSPORTATION: _____ 1) Pick up certain donated items before the auction.
_____ 2) Help transport items from OLGC to the auction site on the morning of the Auction.

GENERAL VOLUNTEER: _____ Will volunteer as the need arises.