

Silent Auction Description

The Silent Auction is a parent only event held one Saturday evening in late March/early April. The event has been held at the Walpole Country Club and is attended by up to 200 Elm parents. The night hosts ~100 auction items up for bid with heavy appetizers and cash bar. There are also raffle items and a live auction.

Recruitment at first PAC meeting; Online fundraising begins October, first meeting in November

Overall time commitment: up to you! 1 hour - weeks...; One meeting each month at local Walpole restaurants

Number of volunteers needed: 12 minimum

Breakdown of volunteer responsibilities:

- Fundraising coordination
- Donation request solicitation
- draft and print letter and other event materials
- Raffle basket purchases & assembly
- Ticket sales
- Online event promotion
- Centerpiece creation
- Wine wall creation
- Event site coordination
- Auction item lotting and pricing
- Event night timeline and sign up genius
- Event night printed materials and item packaging
- MC wrangling

General Suggestions: This event has so many things to do that there is something for everyone. You could take a dozen online requests and call it a day, or you can run the whole show. Take as much or as little as you want!

Event Coordinator Description: for 2018 event

The Silent Auction Coordinator is responsible for dividing the (already created) fundraising list and distributing it among volunteers. They are also responsible for attending the first PAC meeting to recruit volunteers. In general, duties include scheduling monthly meetings, distributing agendas, ensuring all volunteer roles are filled, keeping track of people to make sure everything is getting done, and tracking all donations that come in - all of this is handled in emails a couple times a month. The Coordinator is also responsible for lotting auction items, assigning starting bids and printing lot description and bid sheets for the night of the event. The Silent Auction has such a large group involved that it's easy to assign jobs to everyone so you don't become overwhelmed. Your job is to just keep everyone moving and on track of meeting

donation goals. All printed materials have been created previously, so they just need to be updated for the current year.