

2011 TPCA AUCTION VOLUNTEER DESCRIPTIONS

Volunteer Need	Description	When needed:	Coordinator	# Needed
Communications	Compose advertisements and announcements for TPCA's monthly E-bulletin, flyers and website.	August-November	Jennifer Kuntz	0
Entertainment	Facilitate and plan entertainment for the event including but not limited to: student scripture readings, piano pieces, songs, and slideshows.	August-November	NEED COORDINATOR	1
Inventory Database	Enter each donated item into auction database, label items, photograph items for web page where needed	August-November	Maggie Smith	FILLED
Business Donations	Make phone calls to and/or stop by local businesses asking for donations; pick up donations if needed and deliver to school.	August-November	Lisa Carr	Need 6 more (2 filled)
Advertising	Find persons and businesses to advertise on auction web page and in auction program.	August-November	Brenda Pierce	
Auction Item Displays	Create printed displays to use auction night for all gift cards, certificates, and letters.	August-November	Heather Quilhot and April Haffner	2
Apprentice Adventures	Find and organize opportunities for bidders to "shadow" someone for a day as an item to be auctioned off	August-October	Mary Gross	0
Live Auction "big" items	Get "big" items to be auctioned off during Live Auction (vacations, sports packages, tickets, luxury items, etc.).	August-October	Christy Mathis	2
Celebrity/Political Dignitary outings	Arrange for outings with local/national celebrities and politicians to be auctioned off and contact businesses/venues to sponsor the outing; create auction displays and check out packages	August-October	Christy Mathis	2
Sponsors/ Underwriting	Contact businesses and persons to be sponsors and underwriters of auction.	August-October	Brenda Pierce	4
Class Projects	Coordinate the class project that each class submits to be auctioned off (store bought or hand made).	August-October	Nancy Lee	0
Church Partnerships	Contact local churches to get information about auction into bulletins.	August-September		0
High School Volunteers	Work with high school students to find and supervise volunteer opportunities	August-November	Shannon Lee	0
Auction Programs	Create auction programs (advertisements and auction info)	October-November	April Haffner	0
Inventory Preparation	Make sure each auction item is ready for display (either physical item or printer display), put check out packages together for each item, prepare for transport	October-November	Kim Bucher	0

Audio Visual	Work with yearbook staff to get TPCA pictures for slide show during silent auction; create slides for possible Live Auction items; run slide shows during Live Auction	October-November		2
Check-Out	Process payments; distribute items/certificates to winning bidder; coordinate with TPCA computer staff and venue contacts for computer and credit card set up	Night of Auction	Renee Martin	15
Auction Night	Provide assistance to Auction Chairs during the silent and live auction (monitor bidding, help with marking down items, answer questions, etc.)	Night of Auction	Jo & Steve Brown	6
Event Set Up	Set up venue for auction; make arrangements to get tables, auction inventory, and any other items needed during auction to venue	Day of Auction	NEED COORDINATOR Tables-Dads' Club	0
Event Tear Down	Tear down and clean up after event; return tables and auction materials after auction	Night of Auction	NEED COORDINATOR Tables-Dad's Club	0
Thank you cards	Send thank you cards to all sponsors, underwriters, donors, and advertisers	August-November	Angie Bostick	5
Web assistance	Develop and maintain auction web page	August-November	April Haffner	0
Gift Baskets	Shop for clearance items and use donated items to make themed gift baskets to auction off	August-October	Lori House	5
RSVPs/Table Assignments	Help create invitations, keep track of all RSVPs and make table assignments	September-November	Tracy Dull	0
Decorations	Decide on and make all decorations; work with art teachers for student art projects to use and sell at auction	October-November	Elizabeth Vannoy	2
Bid Paddles	Create bid paddles and bid number labels	November	Heather Quilhot	2
Check-In	Make name tags, put together check in packages, man check in tables, greet everyone	Night of Auction	Sarah Croner	4
Venue/catering	Plan the menu and work with the venue site director to arrange all details involved with the evening.	August-October	Shannon Lee	0
Graphic Design	Create Auction logo, Invitation cards, RSVP cards	August-September	April Haffner	0
Administrative	Assist in copying, scanning, stuffing envelopes, stuffing boxes, etc.	August-November	Niki Ford, Kim Bucher	2