



St. Michael's Episcopal School
Annual Auction
November 17, 2018

VOLUNTEER FORM

St. Michael's parents make the auction a truly special and successful event. Please choose the ways in which you would like to participate and **return to the Lower School office.**

_____ Solicitations/Acquisitions

Acquiring items for the silent and live auctions. Select from a list of past contributors, suggested businesses and/or create your own contacts. Also includes picking up the items donated by businesses solicited.

_____ Class Projects

Assisting with designing and producing the pre-determined auction project for your child's class.

_____ Decorations

Assisting with decorating the auction venue.

_____ Set-up

Transporting auction items and arranging displays. Must be available to set up November 17.

_____ Registration

Greeting guests as they arrive at the auction. Assisting with credit card registration and mobile bidding. Volunteers scheduled for half-hour shifts.

_____ Checkout

Assisting guests with final payments and item pickup.

_____ Clean-up

Spearheading auction breakdown at the conclusion of the event.

Name: _____

Phone: _____

Email: _____