

Volunteer Jobs for the Auction

This will be a big party and we will need lots of help to keep things going the night of the event. Unless otherwise noted, all of these jobs will take place at St. Francis Church on Saturday, March 3rd.

Name:

Email/Phone:

JOB TITLE	DESCRIPTION	SHIFTS AVAILABLE – Circle if you can help
Set-up	Help set up auction tables, place bid sheets, transport items to the event site.	<p>Friday, March 2nd 11am – 2pm</p> <p>Saturday, March 3rd 11am – 2pm</p> <p>Saturday, March 3rd 3pm – 6pm</p>
Decorations	Help create props and decorations for the event and help with setup.	Saturday, March 3 rd 3pm – 6pm
Food Prep	Help hospitality committee prepare food in advance of the auction. Work with Sloat parents/ professional chefs to create amazing food for the auction.	<p>Thursday, March 1st – 9am - Noon</p> <p>Friday, March 2nd – 9am - Noon</p> <p>Saturday, March 3rd Noon – 3pm</p> <p>Saturday, March 3rd 3pm – 6pm</p>
Check-in	Check in attendees, assign them a bidding number, answer questions, make them a name-tag & give them a bidding paddle.	<p>Saturday, March 3rd 6pm – 7pm</p> <p>Saturday, March 3rd 7pm – 8pm</p>
Food Server	Serve food to guests’ night of event and provide kitchen support.	<p>Saturday, March 3rd 6pm – 7pm</p> <p>Saturday, March 3rd 7pm – 8pm</p> <p>Saturday, March 3rd 8pm – 9pm</p>
Check-out	Take bid numbers, give invoice, take payment, gather gift certificates and hand out physical items.	<p>Saturday, March 3rd 7pm – 8pm</p> <p>Saturday, March 3rd 8pm – 9pm</p> <p>Saturday, March 3rd 9pm – 10:30pm</p>
Clean-up	Help pack up and load cars with unsold auction items, check out equipment, break down kitchen and bar.	Saturday, March 3 rd 9pm – 11pm

Return this form to your child’s teacher, the PCO mailbox in the school office or juliamartin5969@yahoo.com