

## **PAO Auction Committee Descriptions**

### **Event Chair/Co-Chairs**

Sets agenda for gala portion of the PAO meetings and leads that portion of the meeting. Helps to find volunteers to fill chair positions. Facilitates communication between all committees. Leads discussions to determine the event theme. Sets timetable, budget, goals, etc., helps write (and signs) donor thank you letter, fills in and makes sure everything happens.

### **Decorations committee- (chair + committee)**

Plans, purchases, designs, install decorations for the event. Communicates and works with event chairs, auction chairs, venue chairs to execute the event's theme.

### **Silent Auction Committees:**

#### **Donor Database Chair**

Holds a brainstorming meeting to identify new donors. Maintains and up-to-date list of donors and assigns and oversees volunteers that follow-up on all donors.

#### **Data Entry Chair**

Data entry of all donated auction items. Double checks entries for accuracy with white slips before going to the catalog committee. Needs to be present at catalog meeting to make necessary changes in database.

#### **National Donations Chair**

Investigates national company donations and fills out online requests. Follows up as necessary.

#### **Silent Auction Display Chair**

Works with silent auction committee to store donated items prior to the event, organizes the items for transport and display, helps with distribution of purchased items on the night of event.

### **Cashiers Committee - (one chair plus two cashiers)**

Collects cash, checks, and/or credit cards at the end of the PAO auction for silent and live auction, tests credit card machine 1-2 days before event at venue, run receipts, gives receipts, checks, credit card receipts and cash to PAO Treasurer at the end of the event, training on machine prior to the event, head cashier closes out credit card machine.

**Invitations Database**

Maintain database of auction guests. Prints labels of guest list and helps with mailing invitations.

**Publicity:****Print Ads**

Submit print ads to Kohler Villager.

**Articles**

Write and submit articles about the event for Kohler Villager.

**Online**

Design and place information on PAO website and Facebook page.

**Printing (Invites/Posters)**

Obtain quotes from several printers and get invitations and any posters printed. Pick up items when finished.

**Graphic Design**

Design invitation with input and approval from auction chair. Design any posters for advertising.

**Raffle Chair**

Decides on types of raffles to be offered for the raffle ticket items. Designs a display/signage for raffle. Writes up raffle descriptions for the catalog. Purchases (gets printed) tickets for the raffle. Works with Music Department to send raffle tickets home with students. Also, heads up Wine Raffle and Heads & Tails Raffle. Communicates with emcee regarding how participation raffles will work.

**Live Auction Chair**

Works with Auction chair to determine which items will be used, for live auction. Communicates with donor database as to what items will be used for Live Auction. Creates displays for the event. Works with Rich T. to write up the descriptions of the items for the catalog and the slideshow, if used. Decides on order of the items, helps devise the script for the emcee/auctioneer, starting values, etc. Auction night, keeps track of winning bids.

**Venue/menu Chair**

Serves as conduit between event committee and venue manager, attends a tasting with committee to decide on food, gives final diner count to the manager, works with manager to create floor plan which is shared with the necessary committees for planning purposes, prior to the event, the chair arranges a "walk-through" of the venue for the chairs (i.e. event chairs, decor, silent and live auction, entertainment, registration committees, etc.)

**RSVPS/Event Seating**

Receives and tabulates the reservations, creates the seating chart for the event, sees that the place cards are printed, menu stickers are placed on place cards if needed and arranges cards on tables during event set-up day. May need to follow-up on late reservations prior to the event.

**Registration Chair**

Finds volunteers to work check-in table at the event, with RSVP chair prepares check-in list, chair prepares catalogs for distribution. Attaches name labels and writes bid numbers on the catalog.

**Data Entry Chair and volunteer (day of event)**

Are trained on computer program prior to event. Print place cards for tables and labels for catalogs. Enter last minute auction items. Enter all silent and live auction data into computer upon the close of each auction.

**Auction catalog**

Designs and writes event catalog utilizing event software. Works with all chairs to coordinate accuracy. Submits catalog to Rich T. for printing and stapling.

**Volunteer coordinator**

Helps to find volunteers for the event, communicates with the volunteers prior to the event. On the night of the event helps organize the volunteers, checks them in and gives them instruction on their duties, shift times etc.

**Student coordinator**

Oversees the student volunteers at the event, makes sure they know where they need to be, and ensures that they stay out of trouble during the event.

**Thank you coordinator**

Obtain thank you letter master from the Auction Chairperson. Print letters needed, address and stamp envelopes. Bring letters with envelopes to wrap-up meeting for personal notes and signatures. Mails donor thank you letters and tax letters after all signatures are obtained.