

2011-2012 Trivia Night & Auction Subcommittees

Below is the list of subcommittees for the trivia night and auction. Because there are many areas of involvement for this event, there are also many opportunities for you to use your talents, ideas, and time. And, because it is our main fundraiser, we need everyone to help in some way. Please consider volunteering to help with this very important event.

Procurement

Responsible for: Soliciting, collecting, tracking, and organizing items for the auction

Team size: As many as possible

Note: In addition, if you have an item to donate for the auction, please mark this line and we will contact you.

Sponsorships

Responsible for: Securing larger corporate donations and ensuring donors receive items/services appropriate to their giving level

Team size: Three to five

Note: In addition, if you or your company would like to be a sponsor, please mark this line and we will contact you.

Auction Management

Responsible for: Item check-in and number assignment; item display; bidding rule enforcement; closing silent auctions/collecting bid sheets; ensuring patrons receive the items they won (including any certificates); money collection

Team size: Ten to fifteen

Trivia

Responsible for: Providing questions and answers, finding judges, distributing and collecting trivia sheets the night of the event, keeping score

Team Size: Eight to ten

Facilities Management

Responsible for: Assisting the Event Coordinator with the set-up arrangement for the event. Decorating for the event.

Team size: Five to ten

Transportation

Responsible for: Safe transport of auction items from storage site(s) to The Regency Conference Center on event day

Team size: Five to ten

Reservations

Responsible for: Ticket sales and distribution, VIP arrangements, guest check-in at the auction, number of event attendees

Team size: Three to five

Publication/Printing

Responsible for: Pre-print production of the booklet; includes cover and ticket design, writing item descriptions, layout and assembly; hiring a printer, managing printing of booklets and tickets.

Team size: Two or three, with possible team of volunteers to assemble

Publicity

Responsible for: All communication to parents and business leaders (writing and distribution); event advertising/publicity which includes inviting VIP's; follow-up communications (thank you's/tax deductible letters)

Team size: One or two

Class Baskets

Responsible for: Helping room parents select themes, solicit items from parents, coordinate with teachers and assemble baskets (if needed)

Team size: One or two, plus volunteers to assemble baskets

Raffle

Responsible for: Publicizing raffle, selling tickets, conducting raffle, notifying raffle winners

Team size: Three

VOLUNTEER MEETING, 7pm on Tuesday, Sept 20th at Moye

Please check your area of interest, supply the information requested and return this form to your child's teacher or to the school office by **Friday, September 23rd**. You will be contacted by the appropriate committee chair. Questions? Please contact:
Jen Anderson (Event Coordinator) at 618-624-7078 or jen-cm@charter.net.

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_____ **Sponsorship**

_____ **Raffle**

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_____ **Trivia**

_____ **Class Baskets**

_____ **Auction Management**

_____ **Facilities Management**

_____ **Reservations**

_____ **Publicity**

NAME(S):

PHONE NUMBER(S):

E-MAIL ADDRESS:
