



Auction Volunteer Opportunities

Skagit Land Trust's 6th Annual Auction and Dinner "Have Fun – Save Land" will be held on *Saturday February 25, 2012* at Saint Joseph Center in Mt. Vernon. We are looking for volunteers for a variety of auction needs. No experience necessary and a great opportunity to meet new friends and help save land for tomorrow. Please contact Renata if interested in volunteering: (360) 428-7878.

PLANNING & PROCUREMENT:

- **Auction Procurement and Planning Committee:**

Member of this committee will call or visit community businesses and request auction items and experiences for the silent and live auctions. Volunteers will receive all of the materials necessary to be a successful procurement volunteer. In addition, committee members will participate in monthly auction planning meetings where they will assist in the decision-making of the overall feel of the auction, assist with sponsorship and guest list brainstorming, menu choices, etc.

Time commitment: Flexible, July 2011 through Jan. 2012.

- **Dessert Dash:**

Procure approx. 32 desserts from business and individual donors for the dessert dash. Organize pick-up or delivery of all desserts to the auction site on Feb. 25, 2012. Create a "Donated by" sign to be displayed in each dessert. On auction night, volunteers will deliver the desserts to the winning bidders in correct order and thank each table for bidding.

Time commitment: Flexible, July 2011 through Jan. 2012. 4-6 hours on Feb. 25, 2012.

- **Data entry:**

As auction items come in, we will need help with data entry. The main computer is located in the SLT office and is available on Thursdays and Fridays.

Time commitment: 2-4 hours per week, July 2011 through Jan. 2012.

- Mailings:**
 Save the date cards are mailed in mid-November and invitations are mailed in early January. These are large mailings and require an assembly-line team to stuff, seal, label, stamp and sort.
Time commitment: 2-4 hours, mid-November and early January, dates TBD.
- Guest Packets and Files:**
 Three days before the auction, a volunteer crew assembles the bid packages that will be provided to each guest at auction check-in and creates a file for auction night administration.
Time commitment: 3-4 hours on Wednesday February 22, 2012.
- Silent Auction Displays:**
 Looking for creative volunteers to prepare silent auction displays highlighting items that need extra attention. Also will be creating table-top signs to advertise all items that will not be physically on display.
Time commitment: Flexible, January and February 2012.

DAY OF EVENT SET-UP:

- Pick-up & Delivery:**
 Volunteer team needed to pick-up event supplies during the morning of the auction, including rental equipment, beverage orders, food supplies (appetizers and desserts) and large auction items. Then on Monday, need a volunteer to return rental equipment.
Time commitment: February 25, 2012 from 9am-2pm
- Set-up:**
 Under the direction of SLT staff and Co-Chairs, help transform Saint Joseph Center into a fun auction venue! Areas needing teams are: Silent auction, live auction, check-in/check-out area, bars and raffle areas.
Time commitment: February 25, 2012 from Noon-5:30pm

EVENT PRODUCTION:

- Guest Check-in/Check-out:**
 Volunteers needed to check-in guests, process new ticket purchases, confirm guest contact information, offer and handle express pay checkout, handout bidder packets

and explain the auction layout and schedule as needed. At check-out, volunteers will handle payments, ensure that guests receive all certificates and file statements.

Time commitment: Feb. 25, 2012 from 4:30-10pm

- **Golden Tree Sellers:**

8 volunteers needed to sell 10 “Golden Trees” each during the silent auction portion of the evening. The winner of the drawing gets to choose the live auction item of their choice before the live auction bidding begins.

Time commitment: Feb. 25, 2012 from 5-7pm (or sooner if you sell out!)

- **Silent Auction Monitors/Item pick-up:**

Volunteers oversee and secure auction items and bid sheets for the silent auction, assist guests with questions and look/pull guaranteed bids. Volunteers close the silent auction sections in a timely manner, circling the winning bid on each bid sheet and delivering the top copy to the Data Entry team. After the silent auction closes, volunteers assist with packaging and boxing of items, taping bid sheets to the boxes and preparing them for guest pick-up. When the auction is over, help guests find their items and help to their cars if necessary.

Time Commitment: Feb. 25, 2012 from 4:30-10:30pm

- **Live Auction Recorder:**

The recorder writes the winning bid amount and bidder number on the assigned bid sheet and hand to the Live Auction Runner for delivery to the Data Entry team.

Time commitment: Feb. 25, 2012 from 7-9:30pm

- **Live Auction Runner:**

The runner retrieves Live Auction bid sheets from the Live Auction Recorder and take them to the Data Entry team. Must be able to hustle!

Time commitment: Feb. 25, 2012 from 7-9:30pm

- **Data Entry Team:**

Four volunteers needed for the Data Entry team to enter winning bid numbers into the auction software program, verified by another team member for all silent and live auction items, including the golden tree, centerpiece, dessert dash and “Fund-a-Need” items. The team will print all bid number invoices at the end of the evening for the check-out team. These team members will need to participate in a 2 hr. training session the week before the auction.

Time commitment: 2 hrs the week before the auction; Feb. 25, 2012 from 4-10:30pm

- **Photographer:**
 We need a photographer to capture the auction excitement at the event. We would like to have shots of our guests, décor, auction items, food and fun.
Time commitment: Feb. 25, 2012 from 4:30-10pm
- **Bar Service:**
 Volunteers needed to set-up the bar area, serve guests beverages before and during dinner from the designated bar areas. Assist in “breaking down” the bar area after the event, including boxing up remaining beverages and
Time commitment: Feb. 25, 2012 from 4-10pm
- **Live Auction Vanna:**
 Outgoing personality and a bit o’ whimsy will help make this person’s job a hit! We need a “Vanna” to showcase various live auction items by walking them across the stage and really hamming it up for the crowd.
Time commitment: Feb. 25, 2012 from 7-9pm
- **Live Auction Balloon distributors:**
 We need two volunteers to blow-up and weight 40 balloons before the auction begins and then distribute them to the winning bidders of each live auction item during the live auction portion of the evening.
Time commitment: Feb. 25, 2012 from 4-5pm and 7-9pm
- **Take-down and Clean-up crew:**
 After the auction, the clean-up crew collects all of the linens, remaining centerpieces, decorations, garbage and help pack out all of the remaining items.
Time commitment: Feb. 25, 2012 from 9-10:30pm