



St. Rita School Annual Silent Auction

Helper Jobs

Auction Committees

Auction Chairperson or Co-Chairs

Ultimate responsibility for creating and executing a successful auction event. The Chairpersons responsibilities include but are not limited to: (1) managing other Auction Coordinators; (2) serve as liaison to the PTO board and St. Rita Administration; (3) manages the Auction budget; and (4) designates and ensures deadlines are met.

Auctioneer committee

Secures auctioneer for event.

Basket -- Class and Spirit -- Coordinator

Working with each of the Homeroom Parent Representatives, ensures that Auction Baskets (at no cost to school) are completed on-time and are properly displayed. Guides Homeroom Parent Representatives on basket theme and coordinates with Auction Donations Committee regarding transportation of baskets to Auction venue.

- Ensures that Bishop Ireton, Paul VI, Gonzaga, O'Connell and Visitation all contribute spirit baskets to auction. Makes arrangements for baskets to be picked up, stored and delivered to venue.

LIVE auction start item

Working within a set budget or securing free, arranges for some sort of fun offering at start of live auction. Examples -- cakes, champagne, chocolate, etc.

Check out – appointed position

Class Project Coordinator

Working within a set budget and the art teacher (and hopefully within curriculum guidelines so as not to overwork art teacher), coordinates projects to be auctioned.

Free Ticket Contest Organizer

Design and promote some sort of fun contest to give away free reservations to auction.

Decoration & Signs Coordinator

Working with a set budget, is responsible for creating and incorporating the theme of the auction into appropriate decorations for auction venue. Transports all decorations to auction

venue and ensures proper set up. Creates check-in station and all signs needed for venue.

Possible signs:

- Sign at check out reminding folks that check out opens at END of auction and that gift certificates are picked up at check out. REMINDER to pick up any items on table AFTER check out.
- Table signs
- Timeline signs
- FIN signs
- Check-in sign
- Directional signs -- to bar, food, FIN, etc.

Donations & Phone-a-thon Coordinator

Responsible for acquiring the donations of goods and services for the auction, manages the solicitation of goods and services through a letter writing campaign and follow-up phone-a-thon, coordinates the collection of good/services. Generates thank you notes to all donors. Maintains donor database. Generates catalog and bid sheets. If coordinators are secured for catalog and phone-a-thon, oversees those coordinators.

Fund In Need (“FIN”) Coordinator

Working closely with School Principal, coordinates FIN auction night.

Heads & Tails or 50/50

Coordinates fun game during auction evening designed to raise some money.

Invitation and Save the Date Coordinator

Responsible for managing the design (theme based), printing and timely mailing of invitations. Responsible for collecting auction attendance fee and maintaining RSVP list. Generates the auction check-in list.

Manpower Coordinator

Coordinates manpower for the entire auction event. Works closely with MoC and FIN coordinator. Specifically:

- Check-in
- Check-out
- Donations delivery to venue
- Heads & Tails or 50/50
- FIN
- LIVE Auction recorder
- Bid sheet collectors
- Decorations helper
- Setup/security
- Runners from LIVE and FIN to check out

- Table closers
- Cleanup
- Mobile wrapping paper station/helper

Master of Ceremonies (“MoC”) Coordinator

Working closely with the Auction Chairperson, informs auctioneer of evening’s events and creates a general timeline of events. Liaison between auction committee and Auctioneer. Keeps event moving tightly -- stays on schedule.

Entertainment and Sound System Coordinator

Working closely with the Auction Chairperson, coordinates entertainment for auction evening. Includes sound system.

Paddles

Ensures enough paddles and that they are in working order!

Local Talent Committee

New Committee!!! Heads up local talent committee for the purpose of generating handmade items for auction.

Parent auction Folders

Creates and sends home auction folders to each school family, folders should include:

- Event information (invitations should be mailed separately).
- What to expect at a silent auction
- Solicitation letter
- Contributor data sheet
- What and How to donate

Post-auction wrap-up coordinator

Ensures all items are secured by winners, to include: items left at venue, future dinners, teacher outings and any other type of item “promised.” Works with donations chair to ensure any “props” are returned to vendors

Public Relations Coordinator

Responsible for publicizing auction to school community, The Grapevine, the Arlington Catholic Herald, the St. Rita Bulletin and other publications as warranted.

Raffle Ticket Coordinator

Responsible for running successful raffle. Coordinates sale of raffle tickets to school parents and parish community. Must reconcile collection of event sales money with PTO Treasurer. Ensures appropriate payment to winners is available at auction venue and that the raffle basket is transported to auction venue.

Teacher, Priest and Staff Activity Coordinator

Working with donations chair & phone-a-thoners, OR within a set budget, and with individual teachers, arranges activities with teachers to auction. Ensures all reservations/tickets are made/purchased ahead of time for outings. Generates gift certificates and ensures table display at venue for outings.

Venue Coordinator

Working with a set budget and closely with Auction Chairperson, is responsible for arranging for auction venue and all contracts for services to be utilized at auction venue such as food and entertainment. Serves as liaison between Auction Committee and Auction Venue.

Wall of Wine Coordinator

Ensures proper display of wine collected auction night AND proper packing of wine for winner.