



30th Annual Benefit Auction & Dinner
March 15th, 2025
"Opportunit-TEA"



AUCTION 2025 VOLUNTEER FORM

Please indicate any areas that you are interested in helping.

Return this form to the office or email your questions or response to Elisa at ehnrtr@msn.com.

___ DONATIONS/PROCUREMENT: (need 5 or more helpers starting in January) Solicit/call/follow-up with businesses regarding donation requests; Pick-up donations and drop to the school; Process donations-write up bid slips; Assemble creative baskets/packages with donations that come in.

___ SILENT AUCTION: (Leader: Lindsey Cooper) Set-up of tables and GC walls on March 13-14th; on event day help monitor silent auction tables; help with closing and winning bid info; help at end of auction when items are picked-up; help carry & load items for winners after auction.

___ ORAL AUCTION: 3 Spotters needed (with a loud voice and standing during Live auction helping auctioneer) needed during Live Auction evening of March 15th approx. 7-9pm

___ Procurement for Oral/Live auction donations, assemble baskets or create display boards; Monitor during auction & help load post-auction.

___ OPERATIONS: (Leader Elaine Wilson) Welcome table-check in guests; Data entry of Auction winning bids & filing (during live auction); Oral auction bid # trackers (need 2); at end help with check-out table: confirm data-entry, print receipts and cashier.

___ DINNER: Catered by Jerry Crane; (need 3 adults) assist in set-up & prep prior to the auction; Assist & help serve as needed; manage HS student servers; prep Reserved Tables food; Clean-up kitchen before, during and after auction.

___ DECORATING: Assist in set-up with theme decor; table centerpieces and specified areas.

___ PUBLICITY/TECH: Prepare publicity signs; distribute flyers/invites; help with ticket sales; assist in Slides presentations for oral auction items and intro with ad sponsors.

___ RAFFLE: Assist and manage (4-5 MS students typically help run this event night) selling raffle tickets on auction night and be available for raffle draw; set up raffle table and signage.

___ CLASS PROJECTS: Assist teachers and classes doing auction projects; communicate with auction coordinator.

___ CLEAN UP: Night of event &/or day after auction; do final clean-up of all areas and collect signs.

Name: _____ Email: _____
Phone #: _____ Cell# _____ Best time to call _____

Watch for more info coming on wvcs.org/auction.