

ESMS Spring Auction Sub-Committee List

****All subcommittees are expected to solicit donations.****

RAFFLE SUBCOMMITTEE (2 or more volunteers needed)

Responsible for running at minimum of two raffles. Secure Large Items. (iPhone, IWatch, show tickets, etc...) One in January and one in May. Sell Raffle tickets at PTA Meetings, school events, and bake sales. Place posters in school. Post on website. Devise letter to parents to inform about raffle. Make copies and distribute to all kids in backpacks with a set of raffle tickets to purchase.

ONLINE AUCTION SUBCOMMITTEE (2 or more volunteers needed)

Responsible for running two online auctions. One in Winter/January and one in Spring/May. Devise letter to solicit Donations via backpack and connect with 6/7/8 grade class grade reps to request one donation from each child. Expect 100% class participation. Award to all classes with 100% participation. Winners receive a pizza party. Place Posters in school. Post On website. Decide to use either 501Auctions vs bidding for good? Input Data to online provider. Manage distribution to winners.

PHOTOGRAPHY SUBCOMMITTEE (1 or more volunteers needed)

Responsible for finding photographers and photo booth to document the event. Take photos of teams, parents, and event. Download review, organize and store photos to disc to be given to PTA Board Member. Make photos available via link-password protected- on website. Preferred vendors who can donate.

FOOD CATERING & REFRESHMENTS SUBCOMMITTEE (3 or more volunteers needed)

Food Catering: Responsible for coordinating vendors and parents in the food industry to donate food to the Auction. Previous Donors include: G&J. Chop't, Chef Ione Macaroons, Maruzzella. Solicit **NEW** vendors. Families that contribute specifically to this cause are awarded SPONSOR LEVEL to the event (tickets, golden ticket, etc...). Include appetizers, entrees, sides, desserts. Order supplies: plates, napkins, forks and spoons, serving spoons. Print Posters with Donors logo for the auction wall. Coordinate delivery to site.

Refreshments: Responsible for coordinating vendors and parents in the business industry to donate drinks to the Auction. Research quotes from nearby vendors. Families that contribute specifically to this cause are awarded **SPONSOR LEVEL** to the event (tickets, golden ticket, etc.). Prefer assortment of Soft drinks, water and alcohol. Acquisition of liquor license. Coordinate with the bar vendor staff. Make sure we have ice and other beverage related supplies, glasses, cups, napkins, etc. Set up the Wine Pull Table at Auction. Print Posters. Request families to donate wines at least \$20 value to bring in at PTA meetings for inventory. Make sure to set up a welcome table with signature drink to all guests on auction day.

ENTERTAINMENT, DJ, AUCTIONEER SUBCOMMITTEE (1 or more volunteers needed)

Find one related theme live entertainment. Set contract with DJ (LARRY). Set up of the space day of the event. Check lighting. Sound. Screen. Microphones. Laptops. Wi-Fi coordination with IT. Coordinate Live Auction items.

DÉCOR SUBCOMMITTEE (2 or more volunteers needed)

Responsible for selecting the theme, ordering supplies, coordinating set up and take down with general parent volunteers via online ivolunteer software or similar. Keep budget and expense record. All subcommittees are expected to solicit donations.

CLASS BASKETS/GIFT CARD/WINE SUBCOMMITTEE (3 or more volunteers needed)

Responsible for devising letters to parents. Coordinate with 6, 7, 8 grade class reps to provide one themed basket per class. Responsible for collecting a total of 15 baskets. Coordinate storage and delivery of baskets to auction event. Set up signage for auction. Provide info to data entry subcommittee. Set value for each basket. Previous year's submissions to be provided. Solicit gift cards donations from family's \$20 value. (Barnes and nobles, restaurants, coffee shops, stores classes, etc.). Solicit and coordinate wine donations valued at \$25.00 or more for Wine Pull. Devise letters to send to families via backpack. Post information on school website.

CATALOG DESIGN & INVITATIONS SUBCOMMITTEE (2 or more volunteers needed)

Responsible for the catalog design. Include all items to be bid on. Sponsors names. Sell Catalog advertising space. Make paddles for live bidding. Work on invitation design/rsvp cards to be sent to all families. Send Save the Date online. Logo items. Website eblasts.

DATA ENTRY SUBCOMMITTEE (2 or more volunteers needed)

Responsible for collecting all donations and input entries into the software provided by the online company 501auciotns or bidding for good. Coordinate with all subcommittees for their donations. Set up an ivolunteer online for day of event and provide final list to all subcommittees.

DONATIONS/SOLICITATION SUBCOMMITTEE (4 or more volunteers needed)

Responsible for soliciting donations for the auction. Previous year's list will be provided for contact. Focus on large value items (shows, trips, vacation homes). Families that contribute large items specifically to this cause are awarded **SPONSOR LEVEL** to the event (pair of auction tickets, a golden ticket, and special mention in catalog). Request every family donation of at least one item with 100% class participation. Winner class gets a prize *TBD*. Coordinate donation information with Online Auction Donations Team. Contact and invite all City Council Members to the event as VIP guests. Solicit donations from City Council Members. (Breakfast, tours, etc.). Contacts will be provided.