

JUANITA REBELS BOOSTER CLUB 16TH ANNUAL DINNER AND AUCTION

Saturday, May 19, 2018, 5:30pm

Nile Shrine Golf Center, Mountlake Terrace, WA



JRBC Auction Job Descriptions 2018 COORDINATORS

What we still need;

Catalog Input: We have fabulous auction software that has the ability to be used to its fullest. There are tutorials and such to help you along when inputting the basket names and descriptions. We also have software support for any questions or snags. You'll receive info from the Auction Items Manager then input it into the catalog in a nice readable way. You'll also assign item numbers based on how presentable it is and cost.

Student Helper Coordinator: Procures and coordinates 20 students to help the night of. They arrive early to feed them dinner, and help set up. They will sell raffles at the beginning of the auction, close the silent auctions by taking pens and drawing lines down to the last bidder, removing the carbon copies, help display some of the live auction items, and run bid packets to any one at the end of the night.

VIP Table Coordinator: Makes the VIP's feel special. Many ways to do this. Let's talk!

Raffle Baskets "10 for 10": Collecting and coordinating 3-4 super cool baskets to win, cost is 10 tickets for \$10. The guest and can put each ticket into whichever basket they are trying for. Must set it up the night of also. Often times these items stem from extras we get that make a cool basket and one is often a red white and blue theme as well. Or cool items you find on sale somewhere.

Décor: Gretchen Benson gretchenkae@gmail.com – Coordinate with little to no budget of \$100 or less for table décor. If you have connections or drive to do more than the tables, by all means decorate away! Must make the VIP table MUCH fancier than the rest. Tables must also be numbered according to seating arrangements.

Ticket Registrar: Pam Zackula pamzack@comcast.net – Collects money for ticket sales, records guests, their needs, fields questions at random and inputs all info into software system. Prints name labels for envelopes and bid cards, provides the table layout, assigns bid numbers, and gives final guest numbers in the days before.

Procurement: Meytal Shalom shalom.meytal@gmail.com - Procuring items that go toward the general fund. Fill out online submissions and some mailings. A list will be provided for you. In charge of procuring from school the grad package (6 graduation seats reserved, reserved VIP parking), any possible parking passes reserved from Robin Castiglione, gift cards for the frenzy.

Dessert: Kate Mackey katiemackey@aol.com and Cynthia Corpus - Communicate with all teams and clubs as to what they are providing for their dessert. You will get their descriptions and pass it off in an excel spreadsheet to the catalog input person. For the night of, you make a tag for the name and number of dessert (however you want it to do it is fine), you receive the desserts before the event begins so that you can place them appropriately. During the auction, you will need to stand by the desserts so you can hand the kid helpers the desserts in the order the auctioneer is selling them. You also keep the boxes they came in stuffed under the table so people can take home what they bought.

Auction Items Houser and Manager: Amy Lofquist alofquist@msn.com - Can store auction baskets and wine at home, can arrange for items to be dropped at home, keep procurement forms with baskets, double check basket to procurement form, scan and send to catalog input person and be available for the day of auction to allow people to pick up items to transport to the Nile.

I'm ready and able to help you all along the way and will in no way leave you for dead!

Birdie Folsom – Auction Coordinator

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