



The **annual St. Michael's School auction** is 9 June 2018. We are meeting monthly at the school to plan for this important fundraising event. We are **STILL** in need of volunteers to take the lead and/or assist in: Office, Advertising, Pickup, Yard Sale, Food, Auction Lifters, Parking, and Cleanup. Please fill out the form below by circling your role and fill out contact info or sign up online (go to volunteer for fundraising events on <http://www.saint-michaels-school.org>).

Thank you and God bless,

Rich Muir SMS 2018 Auction Chairman 240-538-1888 cell

Name: _____ Phone: _____

Email: _____

- 1. Office** – Assist in check-in/checkout, database entry, cashier, coordinate with live auction recorders, silent auction classrooms and yard sale coordinator.
- 2. Advertising** – Update auction signs (banners and bandit signs), distribute auction flyers and send auction info to SMECO, public announcement forms, social media, newspapers and area churches. Attend monthly auction meetings or provide monthly updates on progress to auction committee.
- 3. Pick up** – Coordinate the pickup of donated items before the auction and take them to storage, then on 1 June move items from storage to the school gym.
- 4. Yard sale** – Organize yard sale items the week prior to the auction and coordinate the staffing for yard sale on 8 & 9 June.
- 5. Food** – Coordinate menu for the auction, prepare or have food prepared and ready to sell for the auction, collect money for meals and ensure kitchen is cleaned after event.
- 6. Live auction item lifters** – Help the auctioneer identify and display live auction items the day of the auction 9 June.
- 7. Parking** – Coordinate and direct parking the day of the auction 9 June.
- 8. Clean-up** – Coordinate volunteer to cleanup after the auction and yard sale on 10 June.