

## ROLES & RESPONSIBILITIES

### Publicity & Printing: **Dina**

- Volunteer Form
- Save the Date
- Event Ticket Printing
- Bid Booklet
- Proof-reading/Editing (*Kathleen*)
- Sponsor Signage

### Food & Décor: **Denise**

- Catering Coordinator
- Decorations
- Dessert/Coffee Table
- Bar Set up & Schedule
- Set Up and Clean Up

### Ticket Sales: **Peg**

- Event Tickets
- Auction Night Sales

### Item / Table Set-up: **Pam**

- Assist in Cataloging Items
- Frame Certificates
- Decorate & Stage Tables
- Bid Sheets/Pens

### Solicitation: **Kathleen**

- Sponsors
- Items
- Donations
- Food Donations
- Services
- Winner & Donor Notification
- Thank You's

### Event Night Coordination: **????**

- Make sure time line is followed
- Ensure tables are closed on time
- Manage table closers/runners
- Live Auction spotters/runners

### Technology: **Trish**

- Data Verification/Transfer
- Software set-up?
- Pre-auction
- Auction Night Set Up
- Reports/recommendations
- Ebay Auction
- Bid Booklet & Bid Sheets

### IDOL Production: **Mary Beth**

- Rehearsal coordinator
- Stage Manager
- Set Up / Sound & lighting
- Idol Voting & Tallying
- Contestant & Judge Bio's

### Finance/Accounting: **Maggie**

- Registration
- Check Out
- Check/Cash requests to S&F
- Reconciling & Final Reports

### Raffle: **Bekki**

- Raffle Tickets
- Auction Night Sales

### Auction Manual: **Sara Flanagan & Chairs**

### Volunteer Coordination: **Deb**

- Volunteer Forms
- Lunch Chaperones
- Volunteer Reminders
- Auction Night - Volunteer Check In

### Meeting Notes: