



# VFES PTO Adult Social & Silent Auction

**Save the Date & Hire the Babysitter!**  
**Saturday March 24, 2012**  
**Phoenixville Country Club**

## ***VOLUNTEER OPPORTUNITIES***

**~ Silent Auction ~ Dinner Buffet**  
**~ Beverages ~DJ~ Casino Games ~**

Thank you to our chairpersons and committee members for volunteering your time! If you would like to volunteer to assist with planning the Adult Social and Silent Auction, please email Frani Aufiero at [faufiero@verizon.net](mailto:faufiero@verizon.net) or send this Form in via your child's backpack.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Please CIRCLE position(s) interested in from the below listing for Social or Auction:

### **ADULT SOCIAL**

**1. Adult Social Chairperson (1) - OPEN (will work with PTO Board members)**

**The role of the Adult Social chairperson includes the following responsibilities:**

- Coordinate menu, set up and payment for Phoenixville Country Club
- Oversee/work with volunteer to design/order invitations to be sent home via back pack by Wednesday, February 1, 2012
- Work with committee to stuff invitations to be distributed on February 1<sup>st</sup>
- Create and place advertising in Falcon and backpack (as needed) beginning in January and leading up to event
- Coordinate set up and payment for Pass Line Casino
- Coordinate set up, play list details and payment for DJ
- Coordinate advertising/promotion of adult social Sponsors, who will be solicited via flyer/Falcon, including creation of "sponsor table" at event on day of
- Prepare thank you notes to Sponsors and Falcon thank you to volunteers, following event

### **2. General Volunteer Positions – March 24th**

- Day of** - Work a Check -in Shift (Need 6 volunteers – 45 minutes for each set of 2)
- Day of** - Assist with Casino (Need 4 volunteers – 1 hour each)
- Day of** - Assist with 50/50 Raffle (Need 1-3 volunteers – throughout the evening)



# VFES PTO Adult Social & Silent Auction

## ***VOLUNTEER OPPORTUNITIES***

### **SILENT AUCTION**

#### **1. Silent Auction Chairpersons (2) - OPEN (will work with PTO Board members)**

##### **The role of the Silent Auction chairperson includes the following responsibilities:**

- Work with committee to create email and regular mail solicitations to be sent to local and national businesses
- First/second week of January – get together with committee to stuff envelopes for mailings
- Determine need for door to door solicitations from local businesses and work with committee to reach out, **if needed**
- Coordinate pick up of donated items from local vendors
- Work with committee to determine auction packages/pairings
- Coordinate wrapping/packaging of silent auction items in early March
- Coordinate preparation of bid sheets
- Coordinate preparation and copying (by VFE office) of programs
- Set up Auction on day of
- Prepare thank you notes to donors and volunteers, following event

#### **2. Silent Auction Sub-Committee Positions:**

##### **A. Silent Auction Program - OPEN**

(Work with committee to group items into packages at varying price ranges and categories; determine starting bids; prepare Silent Auction program by March 12<sup>th</sup> for committee review; coordinate copies with VFE office for distribution on March 19<sup>th</sup>)

##### **B. Bid Sheets - OPEN**

(Create bid sheets based on packaged items/finished program including description of items, starting bids and bid increments; print bid sheets and set up with auction items on day of)

#### **3. General Volunteer Positions**

- Assist with acquiring Auction items from local businesses
- Pick up donated items from local businesses
- Day of** – Collect Bid Sheets at the Auction (Need 4 – 6 volunteers)
- Day of** - Help to Check out Auction Winners at the end of the night (Need 6 – 8 volunteers)