



Our 2013 BENefit Bash Silent Auction will be held

Saturday, April 27th, 2013

5:30 pm – 11:00 pm

Denver Marriott Tech Center

Start planning now for this fun and relaxing adults-only night out!!! Book your babysitters, keep an eye open for great donations and tell your friends and family!!!

Are you interested in helping out with BFA's biggest fundraiser of the year???

Last year's event was an overwhelming success, raising
over \$44,000 for our school!!!

We are starting to plan for this year's event and need your help to make
it BIGGER and BETTER!!

There are many volunteer opportunities for the
BFA 2013 BENefit Bash Silent Auction.

Some people may want to volunteer for the night of the event, while others may prefer to enjoy the fun evening and would rather volunteer before the event helping in our planning phases. Either is great – we just need your help! We have many volunteer positions available with a range of responsibilities.

On the back of this sheet are descriptions of the Silent Auction Planning Sub-Committees for which we need your volunteer help. Please take a few moments to review this information. If you are interested in helping us make this year's event a huge success, please fill out the form and return it to the main office.

For more information you can contact the BFA Silent Auction Committee Chairs, Shelly Dana & Halsley Hoff, via email at silentauction@bfacademy.org.

Volunteers Needed

Sub Committee	Description of Duties
Donation Procurement	Solicit donations for the silent auctions from our community and track procurement progress using our online auction software. <i>Perfect for those of you with community contacts and PR or sales backgrounds!</i>
Check In & Check Out	Prepare and organize guest registration packets for a streamlined check-in process. Assist with guest check-out. <i>A great fit for the person who loves party planning!</i>
Item Tracking & Display	Track donation items as they come in and prepare item descriptions, certificates and bid sheets. Group items by category and prepare baskets. Arrive at venue on day of event for auction set up. <i>Perfect for those with a knack for organization!</i>
Event Night Setup & Breakdown	Plan and acquire decorations for event night and arrive at venue on day of event to set up decorations. Coordinate team for breakdown & cleanup. <i>If you're the one with the best holiday light display each year, we need you!</i>
Follow Up	Using online auction software, send receipts and thank you letters to donors and event supporters. <i>Looking to help from the comfort of your home? Then this is the job for you!</i>

Name: _____

Phone #: _____

Email: _____

Preferred time to call: _____

I would like to volunteer for any of the following Silent Auction Sub-Committees:
(please rank 1st, 2nd, 3rd, 4th choices):

1st: _____

2nd: _____

3rd: _____

4th: _____

☐ I cannot volunteer at this time, but will plan to volunteer on the night of the event!

Comments: _____