



## **WE'RE BUILDING OUR AUCTION COMMITTEE TRIBE!**

### **Part 1**

It takes a tribe to create our Auction Gala and we are building that tribe and want YOU!

**WAIT! Before you toss this paper or delete this email,** I need to tell you that you don't need to be afraid of any of these positions! These positions are not new, they have been done by many before you, we have tools and resources to assist you and there will be tons of collaborating so, it's not going to be just you! Feeling better about this? Here is a list of many fun opportunities for you to apply your talent!

#### **Procurement Committee (Unlimited Volunteers)**

Are you outgoing, engaging, assertive, friendly, connected, and creative? Then we need you on this crucial group of the auction committee. Think of it as "shopping" for the event but instead of purchasing, we are graciously asking businesses for donations and sponsorship dollars. We have the tools for you and a Procurement Lesson 101. We will have fun collaborating and brainstorming on ideas too! In addition, much of this can be completed online simply by filling out business donation request forms.

#### **Class Basket Lead (1 Volunteer per Grade)**

Hey 1<sup>st</sup> to 8<sup>th</sup> Grader Parents! Would you like to help coordinate with the parents in your class, log and keep track of procured items, send out communication emails and gently nudge folks to meet deadline dates? Guess what? We are doing an Amazon Wish List to take the guessing game out of how to fulfill the \$250 Auction Fundraising requirement – this should be a piece of cake!

#### **Class Project Lead (1 or 2 Volunteers per Class)**

Each class comes together to create a meaningful class project that drives parents into a bidding frenzy at the gala event! This position is in-charge of collaborating with the class on a project, work with the kids and classroom teacher and ensure the project is turned in timely. Your tool in making this a breeze? Pinterest baby!

#### **[FILLED] Family Auction Event Volunteers (2 Volunteers) & Coordinators (2 Volunteers)**

The last few year's family auction events have been a blast but wait till you hear our new idea on how we can keep the kids entertained and the parents busy bidding on must have items! Be a part of this brand-new idea and ensure a good time is had by all!

#### **Flocking Flamingos Lead (2 Volunteers)**

We are looking for two volunteers who like to stay up late or wake up early to assist our Flamingos migrate to lawns. This position is in charge of getting the Flamingos to and from houses and taking a few pictures/video upon delivery so that we can celebrate the 'flocking' on our social media pages.

#### **[FILLED] Printing & Graphics Lead (1 Volunteer)**

We send you the digital file, you get costing, coordinate with the printing company on deadline dates, margins, color, etc., get it printed in a timely fashion, you pick up and deliver. Nothing to it!

### **[FILLED] Marketing Communication (2 Volunteers)**

Communicate, Communicate, Communicate! We need to create a Communication Plan for the year to make sure everyone is updated with - what, when, where and who! We know emails can be left unopened and Wednesday packets left on the kitchen counter unread! (wink) Oh, and you won't be the only one creating all the text, silly! This is a collaboration which should be fun!

### **Decorating Team (1 - 2 Volunteers)**

Do you love making things pretty for your house guests? Do you like creating beautiful tablescapes and decorating a room beautifully? So do I! Let's work together! Our theme this year is Step Into Spring Gala

### **Silent Auction Item Organizer Lead (1 Volunteer) and Coordinator (1 Volunteer)**

Those fun items we've procured need to be organized, creatively packaged up to entice a lot of bids, labeled and displayed to sell at the Gala event!

### **Live Auction Slideshow Lead (1 Volunteer)**

This is about getting all texts, images on a PowerPoint slideshow which will be provided by the Auction Chair. Will also be operating the slideshow presentation at the gala event. Must have PowerPoint knowledge.

### **Editorial Lead (1-2 Volunteers)**

Do you have a way with words? Do you have excellent written skillz? We need your help illustrating and creating a descriptive visual of the auction items on our catalog – so vivid and entertaining that our bidders will not put their paddles down! Cha-ching!

### **Video Production (1 Volunteer)**

What we need help with is filming footage for video content and coordinating with the school office. It is pointing the video camera and holding it steady. We'll leave the editing to the experts!

These are the open positions y'all! We all want to be a part of our school community and we want to be a part of something bigger, this is it, STMS! We need your help, and we need your support. If we fill these positions, it results in a successful event. When we have a successful event generating \$\$\$ for our school operations and budget, cost savings are experienced by ALL! You will also cross off your 4 auction hours commitment. And the cherry on top? A meaningful, memorable, fun community event! Party, anyone?

So, make sure to sign up, save the date **(3.11.23)** and join us! Go ahead, hike up your sleeves, flex some arm muscles and repeat after me, "I CAN DO THIS!"

Now, go ahead...make my day! Email, text or call me for any questions anytime, happy to chat with you!

Jessica Lang

[jessica@nvllaw.com](mailto:jessica@nvllaw.com) | Cell (425) 890-5891 | Follow [@STMSAUCTION](https://www.instagram.com/STMSAUCTION)

