

2013 Springer Auction Committee Descriptions

Springer Community Donations (including Teachers/Staff)- Contact past donors. Help to identify potential raffle or Live Auction items. Assist community members with form completion. Suggest ideas for parties and donations. Assist community members with questions regarding donations and parties. Create shared document to track contacted donors. Collect donations and create file folder for each item/party. Contact party hosts post auction regarding their party attendees. Facilitate contact as needed between Springer donors and winners.
Timeline- Winter through Spring with most intensive time being February and March

Data Entry- Help enter data from donations into auction software. Coordinate with Business Donation team and Community Donation team to ensure complete information entry into software. Coordinate with Catalog team in preparation of online and hard copy catalog. Coordinate with Post Auction team to complete bid entry into software and assist with post auction reconciliation
Timeline- Fall through Spring with the most intensive time being January-April

Online Auction - Working with auction Co-Chairs, help create our new Online Auction site.
Timeline- Winter through Spring with most intensive time being January-March

Onsite Logistics- Brainstorm and coordinate the set up of the silent auction items, check in, check out and dining for the Auction event. Solicit volunteers for onsite logistics.
Timeline- Spring through March 23 with most intensive time being February and March.

Decoration- Brainstorm and implement decorations for the Auction Event. Procure and return necessary items to decorate site for Auction Event. Solicit volunteers to assist in decoration the day of the event
Timeline- Winter through April with most intensive time being February-April

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Post- Auction Reconciliation – Working with Post Auction Data Entry, process final bids and facilitate distribution of Post Auction Packet including, but not limited to, Thank you Letter, Receipt or Invoice, Statements of Donation, Sponsorship and/or Successful Bids, Party Host Information and attendee lists, and any certificates or other winnings. Provide information to Community Donations team as needed for post auction contact. Collect and process outstanding payments and post auction bids. Solicit volunteers for week after auction.

Timeline- March through May with most intensive time being mid March-mid April

Documents Coordinator- Working with Business and Community Donation teams, create all necessary documents for items presented for auction including, but not limited to, Bid Sheet, Table Card and Gift Certificates. Create raffle tickets, name tags and bidder cards. Coordinate with Catalog to pass on received ad artwork or identify those without ad artwork.

Timeline- Fall through Spring, with most intensive time being February-March

Marketing- Help to create and distribute promotional material at school. With Auction Chairs and other Auction Team members promote the Auction during drop off and pick up. Assist with auction ticket and raffle ticket sales at school.

Timeline- Winter through Spring, with most intensive time being February-March