

Task List for GRCS Dinner/Auction Fundraiser

Event Chairs— Pat Stewart

- Establish the budget
- Set the date and time
- Reserve a location – **Get Contract!**
- Decide on the ticket price
- Draft an agenda for the event
- Select and secure chairpersons
- Coordinate news releases & advertising
- Coordinate committee tasks
- Determine theme of auction
- Set deadlines for tasks where needed
- Get on all local community calendars

Communications Committee-Dave Ackmann

- Maintain mailing list
- Send Save the Date Postcards
- Send thank you letters to donors
- Provide updates to choir (donations, tickets, etc.)
- Notify past chorus members or bidders of auction via e-mail, phone, mail

Donation Committee--- &

- Set deadline for donations—due _____
 - Donor slips due _____
 - Donated Items due _____
 - Gift cards or certificates due _____
- Provide donor slips
- Distribute donation packets to choir
 - Provide letter about GRCS for donor
 - Suggest donations—services or items
 - Procedure to obtain donation
 - Incentives/tax write-off donors
- Maintain **Donations Spreadsheet**
- Provide place/time/person to collect donor slips (rehearsals?)
- Determine how to handle last-minute donations
- Determine if need starting bids, reserves, or minimum bids on selected items
- Decide on number of live auction items
- Assign items to silent and live auctions
- Arrange to receive & store auction items
- Locate place to store auction items _____
- Deliver auction items to the event
- Arrange for large item delivery after event

Special Donation Committee --- &

- Request donations which may take time to request and receive
- Make special request donations or monetary support donations
- Develop letter to send to individuals or groups to obtain donations
- Make personal phone calls, visits, e-mail or letter contacts
- Start contacts ASAP
- Turn these donations in by _____
- Enlist volunteers to contact organizations, businesses, and special groups for donation.
 - Corporate offices at large businesses. Olin, Conoco-Phillips, Walmart, Kmart, Sears, Macys, Fashion Bug, Kohl's, Office Depot, Office Max, Schnucks, etc. (Many local stores will direct you to send a letter or fill out a form to their corporate office, Most need 30 or more days notification before the event. Many will donate gift cards as a way to provide community service.)
 - Organizations such as Blues, Grizzlies, Cardinals, Fox, Symphony, etc.
 - Individuals such as sports, TV, music, entertainment, politicians, etc. to obtain services, gift certificates, services, tickets, special tours or privileges.

*Gift Card/Certificate Donation Committee-

&

(Overlaps with Donations Committee duties)

- Set deadline for donations—due _____
 - Donor slips due _____
 - Donated Items due _____
 - Gift cards or certificates due _____
- Display gift cards/certificates at auction
 - Use display board
 - Describe/Copy gift card or certificate for display
- Make sure certificate and/or gift card is available day of auction
- Collect gift cards/ certificates
- Share donations collected with Donation committee, Event Chair, and Program Book committee

Task List for GRCS Dinner/Auction Fundraiser

***Publicity Committee— &**

- Develop advertisement for auction
- Develop News Release for Auction
- Develop Flyer for auction
- Make flyers available for distribution
- Contact newspapers and publications to place ads and news release
- Contact newspaper to do a feature article
- Contact radio to do an interview promoting this event
- Send invitations to members of press to announce this event
- Notify local cities of event to put on community calender or post Info
- Send info to local organizations— coordinate with Commun ications Committee
- Coordinate info with other committees

***Registration/Preregistration Committee--**

Dave &

- Organize preregistration when ticket is purchased with ticket committee
- Develop registration card to use for preregistration/registration
- Establish preregistration deadline- due ____
- Assign Bidder number to ticket purchasers
- Register and assign bidder numbers to guests who did not preregister at auction
- Attach bidder numbers and names of preregistered bidders to aucion program
- Arrange for registration table supplies

***Ticket Committee –Loretta &**

- Coordinate with 50/50 Tickets to provide tickets (2 diff colors)
- Coordinate ticket sales
- Design tickets by ____
- Print tickets by ____
- Provide 200 dinner tickets
- Hold group sales—purchase table on ____
- Start individual sales on ____
- Have ticket purchasers preregister
 - Info for bidding number
 - Info for seating chart
- Set deadline for ticket purchase _____
- Determine availability of last minute tickets

- Design seating chart based on table size and or location

***Cashier Committee—**

Gary & Gwen & Loretta

- Arrange for table supplies
- Arrange for credit card processing
- Prepare **Master Spreadsheet** for checkout
- Arrange for computer/printer setup
- Arrange for a "paper" backup system
- Set up registration & checkout table
- Check in guests & assign them bid numbers
- Maintain guest database
- Provide cash for change
- Handle the cash
- Conduct credit card transactions
- Print winning bidders receipts
- Arrange to check buyers' receipts
- Arrange checkout of last minute donations and coordinate with other committees

***Food Committee— &**

- Select dinner menu by ____
- Coordinate number of dinners with tickets purchased
- Place final food order by ____ with Moose
- Reserve bartender (if needed)
- Coordinate dessert (if not catered)
- Obtain ____desserts from choral members for auction
- Arrange for serving of dessert during auction
- Provide/purchase 225 dessert plates and silverware for dessert
- Layout event space for buffet/dessert/drink
Consult with setup, decorating committee, and venue
- Set up food tables/dinner tables/table settings/decorations

***Decorating Committee-- &**

- Purchase/rent/create decorations
 - Centerpieces (flowers)
 - Table number display cards
 - Table linen ans setting, etc.
- Discuss theme to determine decorations
- Coordinate plans/decorations with food, ticket, and set up committee
- Decide how many tables will be decorated
- Set deadline for decorations completed ____
- Determine time for decorating _____

Task List for GRCS Dinner/Auction Fundraiser

- Arrange for facility to be opened for decorating _____
- Set up food tables/dinner tables/table settings/decorations _____

***Entertainment Committee -- &**

- Prepare entertainment
- Arrange for piano if needed
- Obtain pianist
- Provide music
- Obtain guest performers, speakers, or artists if needed
- Determine set up for performance at venue

***Welcome Committee -- &**

- Post signs if needed
- Direct guests to seats using seating chart
- Pass out Auction Book to Bidders who register the evening of the Auction

***Program & Printing Committee— &**

PREPARE AND PRINT AND DISTRIBUTE THESE ITEMS

- Prepare Pre-Auction Materials
 - Save the Date Postcards
 - Dinner/Auction Tickets
- Prepare Donation Materials
 - Donation Tips
 - Donor Slips
 - Donor Letter
- Prepare Live Auction Materials
 - Live Auction Bidding Records
 - Live Item Tags
- Prepare Silent Auction Materials
 - Silent Auction Bid Sheets
 - Silent Auction Final Tally Sheets
- Prepare Registration/Checkout Materials
 - Auction Bidder Preregistration Cards to go with tickets
 - Auction Bidder Registration Sheets
 - Credit Card Processing Sign
 - Credit Card Processing slips
 - Checkout Receipt
 - Bidder Numbers and Names for Preregistered Bidders
 - “Dummy” Gift Certificates
 - Volunteer Name Badges
 - Bidder Stickers for Auction Book-Number Labels for back of book

PREPARE FOR PRINTING

- Prepare Day of Auction Materials
 - Auction Booklet

PRINT ITEMS PREPARED AND SEND AUCTION BOOK TO AUCTION BOOK/PRINTING COMMITTEE

***Auction Book /Printing Committee— This committee may overlap duties with other committees.**

- Print items prepared in Program & Printing Committee if necessary
- Print Auction Booklet by _____
- Send to committee responsible for putting bidder labels and names on books by _____

***Set Up and Clean Up Committee – &**

- Layout event space
- Coordinate space layout with other committees and venue
- Arrange for sound system/podium/microphone stand
- Determine time for decorating _____
- Arrange for facility to be opened for decorating/set-up _____
- Set up food tables/dinner tables/table settings/decorations
- Enlist help to set up
- Enlist help to clean up (Check with venue specifics of clean-up)
- Provide lights for silent auction tables
- Determine need for extension cord for lights
- Provide easels
- Coordinate with other committees to place table numbers, program books, decorations where desired
- Provide coat rack or check
- Provide extra tables _____ **Dennis?**
- Coordinate with entertainment committee when planning layout of room

Auction Fundraiser Committee

- Organize 50/50 and prize drawings
- Determine Number & cost of tickets
- Provide two different colored tickets for 50/50 drawings (three if hold raffle)

Task List for GRCS Dinner/Auction Fundraiser

- Sell 50/50 tickets
- Hold two different 50/50 drawings using two different colored tickets
- Determine if having attendance prizes
- Raffle big ticket donations if desired
- Count money in 50/50 and divide

*Silent Auction Committee –Jody &

- Set up silent auction items before event
- Provide a pen/pencil for each bid sheet
- Coordinate closing silent auction –time and procedure
- Gather silent auction bid sheets
- Deliver bid sheets to cashier
- Post or announce winning bidders of silent auction
- Announce procedure to bid, pay, and pick up items after paying to guests
- Oversee tables until payment receipts given
- Match paid receipt with item when collected by winning bidder
- Find workers for auction night to set up tables and check paid receipts

*Live Auction Committee—Max &

- Reserve a good auctioneer
- Coordinate with Set Up committee
 - Plan layout
 - Podium and microphone
 - Sound system
- Determine order for live auction items
- Set up live auction items before event
- Assign Bid Spotters & Runners
- Meet with the auctioneer
- Coordinate an emcee event during auction
 - Assist auctioneer
 - Make announcements about silent and live auction procedures
 - Inform bidders pay -pick up procedure
 - Announce end of silent auction and countdown silent auction bidding
 - Announce winning bidders silent auction

DEADLINES FOR SPECIFIC TASKS

- _____ First Planning meeting
- _____ Select Committee Chairs
- _____ Determine date, theme, time, venue.
- _____ Set money GOAL for auction \$
- _____ Develop Ads and News Release
- _____ Send Info: event calendars/websites/publications/radio/cable/etc
- _____ Confirm and finalize plans at venue/times menu/price/setup time/tables available/decorations/bar available/etc.
- _____ Choral member committee or task sign up
- _____ Task/Committee Assignments
- _____ Tickets developed and sent to printers
- _____ Mail “Save the Date” cards
- _____ Distribute Donor Slips to Choral Members
- _____ Distribute Letter and Donation packet
- _____ Distribute Flyers for distribution
- _____ Group Ticket Sales by Table start
- _____ Individual Ticket Sales start
- _____ Donor slips due
- _____ Donor gift cards, certificates, services due for “Dummy” certificate creation
- _____ Last chance for donor slips/donations to be included in Auction Book
- _____ Donor items due or person obtaining donation must bring to Moose during Set Up the day of the auction before _____
- _____ Make any changes in Auction day schedule or info in Auction Book
- _____ Credit Card Usage determined
- _____ Computer/Printer setup decided and tested
- _____ Check ticket sales and determine need for additional advertisements or promotion
- _____ Turn in count of dinners to Moose and verify previous arrangements and times.
- _____ Check progress of donations, desserts, tasks, etc. Make action checklist.
- _____ Determine Order of items and placement in Silent or Live Auction Listing

Task List for GRCS Dinner/Auction Fundraiser

- _____ Finish preparing Auction Book
- _____ Print Auction book
- _____ Prepare Auction Book with labels—Name and or Bidder Number
- _____ Prepare Silent and Live Auction Bid Slips
- _____ Prepare and Print item tags
- _____ ?Last minute donations
- _____ Check Committee progress final details
- _____ Review day of auction times
- _____ Reminder Ads, News Release or contacts