



## **Harvest Dinner & Auction Volunteer Opportunities**

### **Auction Item Procurement**

Procurement volunteers coordinate with SPF to call upon community businesses for unique auction items and experiences. Volunteers are assigned to the Harvest Dinner Procurement Team but work independently on their own schedule. SPF staff provides all of the materials necessary.

### **Silent Auction Displays**

In the weeks leading up to the auction, an imaginative crew help prepare enticing silent auction displays. This includes wrapping gift-basket sets and creating table-top placeholders to advertise gift certificate items.

### **Food / Dessert Procurement**

We need a team to help with procurement, pick-up and delivery of food items from all around the Skagit Valley before the big event.

### **Pick-up & Delivery**

There are many generous donors who have goods and services to donate that cannot be mailed, or they are unable to deliver them. We're always looking for volunteers to drive around and pick up these items for the auction!

### **Set-up**

Help transform St. Joseph Center for the Harvest Dinner & Auction! Areas include Dining, Silent Auctions, Live Auction/Stage, Dessert Auction, Raffle, Bar/Champagne Welcome areas.

**Photographer** Looking for a photographer with the ability to capture the excitement of this very special event!

### **Serving Captains and Food Servers**

Serving captains are needed for leading teams in serving appetizers and dinner.

**Bar Service** (Manage the beer and wine service for guests. Must be over 21 years old and a licensed server.

### **Power Point Operation**

The Power Point Operator will operate a laptop and follow along with the Live Auction program, advancing slides as new auction items are introduced.

**Guest Check-in**

Volunteers will welcome and check-in guests, confirm guest contact information for existing reservations, handout bidder bracelets and capture payment information on an electronic credit card terminal.

**Live Auction Recorder (2 people needed)**

The Recorder writes the winning bid amount and bidder number for accurate record-keeping. Must be able to stay for the duration of the Live Auction.

**Live Auction Runner**

Deliver Live Auction bid sheets to data entry station during Live Auction. Must be able to stay for the duration of the Live Auction.

**Data Entry/Bank**

Enter bid data into database, capture credit card payments on electronic terminal, file statements, and provide certificates upon check out.

**Silent Auction Monitor**

Volunteers oversee and secure auction items and bid sheets for the Silent Auctions, assist guests with questions and look for guaranteed bids. Volunteers close the silent auctions in a timely and organized manner and assist with packaging auction items for guest pickup.

**Raffle**

Volunteers actively promote and sell raffle tickets. Strong sales skills and confidence are a must!

**Dessert Dash**

Collect and tally Dessert Dash bid sheets from each table during the Live Auction.

**Item Pick-up/Customer Service**

Customer Service volunteers will assist guests with their auction items, as needed, at the end of the evening.

**Take-down and Clean-up**

After the auction, the clean-up crew storms through the center collecting linens, décor materials, gathering garbage, and packing out what we packed in the day before.

***NOTE:*** Some volunteer positions may be combined with others, depending on the timing and overlap of duties.