



# Who's Who Auction Committee

## **Silent and Live Auction Acquisitions** - Lori Melton – [lmelton@rhythmink.com](mailto:lmelton@rhythmink.com)

The Auction Acquisitions Chair oversees the solicitations and subsequent acquisitions of auction items and Packages for both the live and silent auction. This position can utilize a subcommittee to complete the overall task of soliciting auction donations. This person will work closely with the Corporate Sponsorship and Advertising Coordinator, as well as the Special Events Chair.

*Time Required: August through Event; busiest January through March*

## **Food and Beverage Liaison** - Sarah Roberts – [sarah2ndgrade@hotmail.com](mailto:sarah2ndgrade@hotmail.com)

Everyone waits in anticipation to see what is on the Menu at the ODS Auction. In years past the menu has been quite eclectic with foods ranging from BBQ to Thai, all donated by the various vendors. Volunteer organizes pick up/Drop off/set up of restaurants.

*Time required: August through Event; busiest in February*

## **Décor Chair** - Mary Hawkins – [mehawkinsnet@sbcglobal.net](mailto:mehawkinsnet@sbcglobal.net)

Being on the Décor committee gives you the opportunity to let your creativity go wild! Who knew that recycled soda bottles would transform the gym into an elegant night out?

*Time Required: October through Event; busiest in February*

## **Advertising Coordinator** - Beth Wand – [bethwand@hotmail.com](mailto:bethwand@hotmail.com)

Advertising in the Auction Catalog allows the Auction committee to maximize its potential profit by assisting with overhead costs. Both Business and Personal Advertisements are an important revenue source for the Auction. This person will work closely with the Auction Acquisitions Chair, as well as the Special Events Chair.

*Time required: September through March; busiest in February (during catalog production)*

## **Sponsorship and Underwriting** - Lori Finkbeiner – [lori.finkbeiner@gmail.com](mailto:lori.finkbeiner@gmail.com)

Additional underwriting allows the Auction committee to maximize its potential profit by assisting with overhead costs. Sponsorships are an important revenue source for the Auction. This person will work closely with the Auction Acquisitions Chair, as well as the Special Events Chair.

*Time required: September through March; busiest in February (during catalog production)*

## **Clerical Support** - Haley Eisler – [hlf85@kc.rr.com](mailto:hlf85@kc.rr.com)

Clerical Support plays a vital role in the success of the Auction. Additional support is always needed to input items and ticket reservations into the Auction software, stuff envelopes, assist in the production of the auction catalog, review and complete acquisition forms, write thank you notes, and to create certificates for vendors.

*Time Required: January through April (for paperwork clean-up); busiest January-April*

## **Special Events Chair** - Elaine Smith – [ewinecoff@yahoo.com](mailto:ewinecoff@yahoo.com)

Auction special events serve as an additional revenue source for the Auction that can occur before, after, or in conjunction with the Auction itself. Special events include, but are not limited to: Personalized Note card Sale, VIP Tables during the Auction, Sign-up Parties, etc.) This person will work closely with the Corporate Sponsorship and Advertising Coordinator, as well as the Auction Acquisitions Chair.

*Time Required: September through Event; busiest January and February (if necessary)*

**Children's Auction Preview** - Jenny Giles and Robin Schultz – [jtgiles@kc.rr.com](mailto:jtgiles@kc.rr.com) and [rubyshoes816@yahoo.com](mailto:rubyshoes816@yahoo.com)

The Children's Auction Preview is a fun family event that precedes the Auction. The preview features live entertainment, children's activities, a preview showcase of unique Auction items, and a small silent auction of 'for children only' items.

*Time Required: September through Event; busiest January through March*

**Classroom Class Baskets** - Erica Ferrara and Shelly Yosel – [efisherdds@yahoo.com](mailto:efisherdds@yahoo.com) and [shellybells@att.net](mailto:shellybells@att.net)

Class baskets are an assortment of items collected through donation (monetary or items) or solicitation by members of each individual classroom at ODS. Each class basket is themed (fine wines, road trip, Disney, American Girl, etc.) and it is usually up to the individual classroom volunteer to decide which method of obtaining items is best for their basket.

*Time Required: September through Event; busiest January through March*

**Classroom Art Projects** - Mary Hawkins – [mehawkinsnet@sbcglobal.net](mailto:mehawkinsnet@sbcglobal.net)

Classroom Art Projects range from personalized quilts to one of a kind dinnerware; this year, the Classroom Art Projects will be completed with the assistance of ODS Art teacher Lori Stallman.

*Time Required: September through Event; busiest December and January*

**Raffle Tickets** - Carlissa Riddle – [charleydelta@msn.com](mailto:charleydelta@msn.com)

In concert with the Business Office, coordinate the distribution and sales of the raffle tickets, keeping track of those sold and returned.

*Time Required: Various times throughout October to the Event; busiest in February and March*

**VIP Tables** - Lori Finkbeiner – [lori.finkbeiner@gmail.com](mailto:lori.finkbeiner@gmail.com)

Coordinate the sales of the ten (10) VIP tables for the Auction, securing items for the gift bags as well as specialty food and beverage for the VIP attendees.

*Time Required: Various times throughout October to the Event; busiest in February and March*

**Done-in-a-Day Volunteers** – Michelle McDaniel – [michelle.mcdaniel@oakhilldayschool.org](mailto:michelle.mcdaniel@oakhilldayschool.org)

These volunteers are called upon for one day jobs like set-up, clean-up, Live Auction Recorder, Runner, stuffing invitations, etc.

*Time Required: Various times throughout October to the Event; busiest in February and March*