

Under the Moroccan Moon

Bids for Kids 2015 Committee Descriptions

*small child friendly

COMMITTEE & CHAIRS	COMMITTEE DESCRIPTION	TASK LIST	DATES
Acquisitions/Solicitations Karen Parks Amy Lodes	Solicits and acquires all donations for both the silent and voice auctions	Chair: Creates sample letters, contact lists and timeline. Organizes items for cataloging and packages into groups. Weekly announcements Volunteers: Contact past donors, alumni, school families, parish members, teachers, friends or family for auction items	Sept – Feb Sept – Feb
Sponsorships & Advertising	Requests donations to offset production costs of Bids, sells advertising in the auction catalog	Chair: Drafts sponsorship & advertising appeal letters and develops contact list. Volunteers: Solicit donations from those on contact list, sell advertising in auction catalog.	Oct* Ongoing*
Decorations Cara Taticek Trish Wollersheim	Designs, creates, and sets up all the decorations based on the Bids theme	Chair: Design, create and sets up decorations. Delegates tasks to volunteers Volunteers: Assists chairs with any aspect of decorations	Sept – Feb Oct - Feb
Catalog Writing Jennifer VanKirk	Writes brief descriptions of all auction items	Chair: Assigns writing tasks to volunteers, edits and prepares final copy Volunteers: Write and edit auction item descriptions	Jan* Jan*
Catalog Layout Julie Needham	Responsible for the layout and design of the auction catalog	Chair: Puts final copy of auction catalog in InDesign program. Receives ads, revises as needed, incorporates into catalog. Creates cover, delivers final file to printer. Prepares addendum, printed at SJV.	Feb
Class Projects Clare Lange Colleen Poblocki	Assists the art teacher in coordinating the creation of student group art projects to be offered in the silent auction	Chair: Coordinates the collection of a small per student fee to cover the cost of art supplies. Assists art teacher as needed.	Sept – Feb*
Graphic Design and Printing Toni Kroeplin	Designs and produces the logo, letterhead, envelopes, and invitations. Establishes and distributes graphics, fonts, and colors to committees	Chair: Design logo, letterhead, and envelopes. Design and print invitations and bulletin flyer	May – Dec*
Invitations	Distributes invitations	Chair: Addresses and distributes invitations	Jan*

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Reservations Julie Nelson	Receives reservations, payments and arranges the seating	Chair: Receives responses, corrects missing information or errors. Groups attendees into tables if necessary. Organizes table assignments.	Jan – Feb*
Donor Thank You's Alaina Scopp	Ensures that all donors to Bids are thanked	Chair: Generate thank you letter from Principal. Using donor list, stuff, label, and mail letters ensuring that all donors are thanked	Ongoing*
Pre-event Item Pick-up Liz Doherty	Collects auction items from businesses and individuals and assists in transfer to SJV	Chair and Volunteers: Pick-up auction items from donors and delivers to Acquisitions. Transfers all auction items to SJV on Friday, February 13.	Ongoing
Swag Bags Cami Adel Colleen Poblocki	Assembles a variety of surprise gift bags that are sold at Bids	Chair: Source gift bags, wrapping materials, and gifts from donations or purchases Volunteers: Assemble gift bags and staff table at Bids	Jan – Feb* Feb
Raffle Beth Dobrzynski Tracy DiPiazza	Produces, distributes, advertises and sells the raffle tickets prior to and at Bids	Chair: Design and print tickets, send letter and tickets to school families, advertise in bulletin and collect ticket stubs and payments Volunteers: Staff raffle sales at Bids in ½ hour shifts	Nov – Bids* Bids
Silent Auction Display Jennifer Doyle Katie Gilson Lori Lutze	Set-up the presentation and arrangement of the silent auction items	Chair: Plan silent auction layout, creates signage. Prepares tables and sets up all silent auction items. Volunteers: Assists chair with all aspects of silent auction set-up	Jan – Bids Jan - Bids
Set-up Clare Lange	Prepares and sets up the infrastructure in the Activity Center and adjacent hallway for all areas that support Bids	Chair: Physical set up of tables, lights, decorations and anything needed by various committees, directs volunteers Volunteers: In different shifts of your choice, assists chair with all aspects of set-up	Fri 2/13 Fri 2/13
Bar & Wine Pull Janet Miller	Organizes the bar, ticket sales for the bar, the wine pull, and assists the Bids chairs in creating a signature drink	Chair: With Bids chairs, identify and bid out bartending service, contact suppliers for discounts or donations, and set up deliveries. Send out ticket pre-sale to school families, decorate the bar ticket stand booth. Volunteers: Staff bar tickets sales or wine pull at Bids in ½ hour shifts	Nov – Bids Bids
Kid Video	Compiles a short video featuring the SJV students	Chair: Plan, organize and create a video featuring SJV students	Nov – Jan*

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Ann Marie Hess			

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Signage BIDS Chairs	Designs and prints the signage for all areas of the auction	Chair: Designs and prints Bids signage	Jan - Feb
Catering BIDS Chairs	Secures the caterer	Chair: Secures caterer	May
Technology Gina Tegge	Maintains auction database and event website	Chair: Maintains auction database that tracks donations, donors, sponsors, attendees, reservations, winning bids, and payments. Manages event website tied to auction database. Assists with the preparation of auction catalog, coordination of mobile bidding, and payment processing. Volunteers: Assist in maintaining auction database and website, perform data entry.	Aug – Bids
Mobile Bidding	Coordinates electronic mobile bidding service	Chair: Secures mobile bidding vendor, educates attendees on use of mobile bidding prior to and at Bids, and monitors mobile bidding at Bids.	
Adult Volunteers Christine Rudek	Coordinates the adult volunteers for the weekend of Bids that are needed to run the auction	Chair: Solicits volunteer needs for the weekend of Bids from committees. Solicit volunteers using Signup Genius, Shamrock Weekly, and room parents	Jan – Feb*
Teen Volunteers Suzy Windsor	Coordinates 25-40 high school volunteers to work the evening of Bids in a variety of positions from 5 – 10:30pm	Chair: Advertises for parish teens in church bulletin, communicates jobs to teens, supervise them at Bids, send thank you notes to teens after Bids Volunteers: Supervise teens and coordinate food for them	Jan – Feb Bids
Bank Jill Pasqua	Handles the registration and checkout of guests at Bids and takes care of cash needs of all committees the evening of Bids	Chair: Registration and checkout of guests, collects cash from various committees during the evening Volunteers: Assists chair with all aspects of Bank	Bids Bids
Lighting & Sound BIDS Chairs	Secures vendor to provide lighting and sound for Bids	Chair: Secures vendor to provide lighting and sound for Bids	

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Voice Auction PowerPoint Peter Parks	Creates PowerPoint presentation to run in conjunction with the voice auction	Chair: Creates voice auction PowerPoint, delivers to Sound committee and assists with the production	Feb - Bids
Dessert Auction Julie Nelson	Solicits decadent dessert donations from area bakeries to be used in the voice auction	Chair: Solicits dessert donations from area bakeries and restaurants, picks up donations, displays at Bids	Jan - Bids
Item Distribution Mark and Halligan Czarnecki	Ensures proper distribution of auction items to winning bidders	Chair: Develops and implements a system to distribute auction items to winning bidders at the end of Bids. Volunteers: Assist in distributing items to winning bidders at the end of the auction.	Jan – Bids Bids
Photo Documentation Kate Lilek	Photographs all aspects of Bids both prior and during the event for record keeping	Chair: Photographs all aspects of Bids both prior and during the event for	Feb - Bids
Student Portraits Kate Lilek	Photographs SJV students for display at Bids	Chair: Photographs all SJV students prior to Bids to create individual portraits for parents	Dec - Jan
Public Relations Kim Tallmadge	Coordinates committee information and distributes it to the greater school and church community	Chair: Writes items for committees as needed, coordinates information for Shamrock Weekly, and disseminates all Bids information to the parish and school communities.	Aug – Bids*
After Party Jenn Behmke Toni Kroeplin	Continues the fun of the evening once the dinner and auction are complete	Chair: Purchase snacks, confirm tables and drinks with Set-up and Bar Committees. After auction, set up tables and prepare/place snacks, serve drinks accept donations	Feb - Bids
Clean Up Toni Boldin	Tears down anything left from the previous evening's activities	Chair: Coordinates clean up of the Activity Center the day after the event. Volunteers: Put away tables, chairs, & equipment used during Bids, take down decorations, and sweep floors. In general, return Activity Center to its original condition before Bids.	Sun 2/15 Sun 2/15