

Auction and Drawing Committee Responsibilities

Committee Goal:

- To increase event auction and donation drawing income.
- Determine and procure a limited quantity of desirable art pieces, vacation, entertainment etc. packages based on sales performance at past events.
- Determine if donation drawing is needed and develop a plan.

Chairs are responsible for:

- 1) Presiding at all committee meetings.
- 2) Working with Event Chairs to develop a timeline on tasks.
- 3) Working with Event Chairs and Committee members to coordinate the acquisition of auction items.
 - a) Determine what items are suited best for live or silent auction.
- 4) If Donation Drawing is decided, manage ticket sales prior to and during the event.
- 5) Working with the REC Committee Chairs on the set-up and operation of the auction.
- 6) Creating the auction donation form, solicitation letter, and auction bid sheets.
- 7) Compiling the in-kind contribution list for the event program.
- 8) Providing the instructions to PAL members on obtaining art for the event.
- 9) Providing the instructions to appropriate PAL members and Volunteers for monitoring and closing the auction.

Committee Members are responsible for:

- 1) Support chairs in the coordinating and obtaining of auction art, packages, and Donation Drawing item.
- 2) Ensure all auction and Donation Drawing donors receive thank you letters.
- 3) Wrapping and storing all auction items (storage at one or various Committee member's homes).
- 4) Set up auction on the day of event.
- 6) Cleaning up auction after event.
- 7) Donation Drawing: Coordinate the printing and distribution of drawing tickets.

Invitations, Programs and Website Committee Responsibilities

Committee Goal:

Develop and provide benefit invitation, program and promotional materials and website presence.

Chairs are responsible for:

- 1) Presiding at all committee meetings.
- 2) Working with Event Chairs to develop a timeline of tasks.
- 3) Working with Event Chairs and Committee members to coordinate the design, production and distribution of the benefit invitation, program, promotional materials and website presence.
- 4) Maintaining budget goal for committee.

- 5) Coordinating the recognition of financial donors.
- 6) Update and maintain the website as needed.

Committee Members are responsible for:

- 1) Supporting Chairs on the design and execution of invitations, programs, promotional materials and website presence.
- 2) Helping to find vendors for all materials at the lowest cost.
- 3) Providing the signage for the benefit site.
- 4) Ensure all appropriate vendors receive thank you letters.

Rentals, Entertainment, and Catering Committee Responsibilities

Committee Goal:

Provide elegant venue to include the rentals, catering, entertainment and general design/theme of the benefit.

Chairs are responsible for:

- 1) Presiding at all committee meetings.
- 2) Working with Event Chairs and Committee members to develop and create an overall design and theme.
- 3) Working with Event Chairs on detailed timeline and individual assignments.
- 4) Responsible for maintaining committee budget goals.

Committee Members are responsible for:

- 1) Coordinating and securing the following:
 - a) Rentals not provided by venue
 - b) General layout of event and table numbers
 - c) Celebrity host
 - d) Supervision of catering, including wine and beverage
 - e) Band and interim music
 - f) Flowers and decorations
 - g) PA System
 - h) Permits (if necessary)
 - i) Toilets
 - j) Clean up committee
 - h) Parting gift
- 2) Ensure all donors and service providers pertaining to REC receive thank you letters.