

BENEFIT BASH

2017



VOLUNTEERS NEEDED

ARE YOU INTERESTED IN HELPING WITH BFA'S BIGGEST FUNDRAISER FOR NEXT YEAR?

The last BENefit Bash was an overwhelming success with more than \$86,000 gross raised for our school!

We are starting to plan for this event and need your help to continue to make this important event succeed!

There are many volunteer opportunities for the BFA 2017 BENefit Bash!

Some people may want to volunteer for the night of the event, while others may prefer to enjoy the fun evening and would rather volunteer before the event helping in our planning phases. Either is great – we just need your help! We have many volunteer positions available with a range of responsibilities.

On the back of this sheet are descriptions of the Auction Planning Sub-Committees for which we need your volunteer help. Please take a few moments to review this information. If you are interested in helping us make this year's event a huge success, please fill out the form and email to silentauction@bfacademy.org.

SUB COMMITTEE	DESCRIPTION OF DUTIES
Donation Procurement	Solicit donations for the auction from our community and drop off donations and forms at the school front office. Perfect for those of you with community contacts and PR or sales backgrounds!
Silent Auction Display	Group items by category and prepare baskets. Prepare item certificates and bid sheets. Arrive at venue on day of event for auction set up. Perfect for those with a knack for organization!
Check In & Check Out	Prepare and organize guest registration packets for a streamlined check-in process. Greet guests at event. A great fit for the person who loves party planning!
Event Night Setup & Breakdown	Plan and acquire decorations for event night and arrive at venue on day of event to set up decorations and item displays. Coordinate team for breakdown & cleanup. If you're the one with the best holiday light display each year, we need you!
Auction Monitors & Item Claim	Assist with monitoring of auction and assisting guests as needed. Help with questions about rules. Collect bid sheets at closing of silent auction. Retrieve auction items for winning bidders as they check-out at the end of the event. If you want to mingle with the crowd while helping with the event, this is where we need your help!
Follow Up	Send receipts and thank you letters to donors and event supporters. Looking to help from the comfort of your home? Then this is the job for you!

Name: _____ Phone #: _____

Email: _____ Preferred time to call: _____

I would like to volunteer for any of the following Silent Auction Sub-Committees:

1st: _____ 2nd: _____

3rd: _____ 4th: _____

I cannot volunteer at this time, but will plan to volunteer on the night of the event.

Comments: _____