



10th Annual Shamrock Auction
Saturday, April 14th, 2018

**Help us to make this year's auction a success... volunteer today!
Please let us know how you can help!**

Now:

- Help with the donation mailing
- Soliciting merchants / companies for donations
- Securing sponsors / Journal Advertisement
- Run our student Artwork Contest
- Secure a DJ / Musical entertainment
- Parents to coordinate class projects (1 from each class)
- We need an Auction Banker to keep track of our finances
- Help with the large raffle prize
- Help with auction paddles
- Help with photo booth area
- Help craft the centerpieces
- Help plan the evening, give input on event and theme

Future:

- Help prepare auction journal for print
- Help prepare booklet of auction prizes
- Help prepare the raffle baskets
- Help sell raffle tickets after Mass
- Help get and inventory supplies from attic
- Help Friday, April 13th organize the prizes @ school
- Publicity – writing up articles and contacting local papers

Day / Night of event (and beyond):

- Help with set up at PCGC day of event
- Help transporting and setting up raffle items
- Help with Wine Raffle night of the event
- Help with raffles / prizes night of the event
- We need an Auctioneer for the evening
- Help inputting auction bids in computer
- Help printing winner list
- Help with clean up at end of evening
- Help with Check-Out
- Help put away supplies in the attic
- Prepare Thank You cards

I would like to help, but not sure with what, contact me to discuss the auction

Name: _____ Child's Grade _____

Email: _____ Phone _____

Please return form by January 12th to Gina or Beth. If you would like more information about any of these volunteer jobs, please contact us:

Gina Cornacchio - ginacr@gmail.com / 845-803-9544

Beth Mannion – bethmannion48@gmail.com / 914-774-4693