



DIANNE FEINSTEIN ELEMENTARY SCHOOL
3RD ANNUAL AUCTION
SATURDAY, MARCH 28, 2009

6PM-10PM AT THE ST. MARY'S CATHEDRAL EVENT CENTER

VOLUNTEERS NEEDED FOR THE AUCTION!

With the Auction just three weeks away, we're in need of volunteers to help before and during the event. Please take a look at the areas where we really need support from the DFES community. All jobs will have shifts; by volunteering for a shift or two you'll help make the evening run smoothly. You can either fill out the volunteer form below and return it to the office, or contact Auction co-chair Soko Kim at 415-994-6334 or dfes.auction@gmail.com with your availability and/or any questions. *A little of your time will go a long way. Thanks for your support!*

SATURDAY, MARCH 28 - Before Event:

- Transportation: taking Auction & food items from DFES (or other locations) to St. Mary's Cathedral Event Center (Gough/Geary); volunteers with vans, SUVs, trucks, or large cars needed!
- Set-up: Assist with unloading, setting-up bid boards/kiosks, decorations, Cash & Carry set-up, registration area, check-out room, signage, etc.
- Food: assist the Food Committee as needed

SATURDAY, MARCH 28 - During Event: *there will be shifts throughout the evening*

- Registration: guest check-in, nametags, on-site Auction ticket purchases
- Bartender: your chance to be behind the bar!
- Food: assist the Food Committee as needed
- Cash & Carry Boutique: selling no-bid items, raffle tickets, etc.
- Silent Auction help: closing categories, bid sheet removal, delivery to Check-Out team
- Live Auction help: assist auctioneers, item display, spotters, confirm winning bidders & bid amount
- Check-Out: data entry of winning silent/live bids, printing invoices, cashiers, runners
- Tear Down (on-site help & drivers): remove decorations, unsold items, bid boards, and load into vehicles

To volunteer, just fill out this form and return it to the office **by Monday, March 23**, or contact Soko Kim at 415-994-6334 or dfes.auction@gmail.com.

Name: _____ Child's name/Rm#/teacher: _____

Cell #: _____ Email: _____

Can you help before the Auction (circle one): Yes No

Can you help during the Auction (circle one): Yes No

What area(s) can you help with? (Please list more than one as some shifts may be full.): _____
