

| Set Up | Registration | Help Desk / Power Bar | Ipad Kiosks / Raffle Hosts | Auction End Runners | Live Spotters | Check Out | Item Pickup | Tear Down |
|---|---|---|---|--|--|--|---|------------------------------------|
| Market and display all silent auction items and signage. Set up stations and work with bidpal to prep necessary bidding equipment and HQ. | Provide nametags and verify bid numbers. Logging guests into BidPal, accepting and reassigning forms of payment. Distributing a Start Bidding Card and texting guests the One-Click Login to take them directly into the auction from their smartphone. These volunteers need to be tech savvy and feel comfortable typing & texting. These volunteers need to be friendly and outgoing so guests feel welcome as they walk into the event. Raffle Tickets will also be for sale at registration. Communicate item pick up is upstairs beginning at 10:15. These volunteers will also enter manual photo booth charges during idol time. Will work in teams of two. | Answer guests' questions as they come up, place bids and help guest navigate their BidPal interface. Trouble shoot connectivity issues. Charging station available. Help desk will sell raffle tickets when silent auction ends at 9PM as well as cut raffle tickets at 9:30. Minimum 2 stationary ipads. We need a good and plenty variety of charging cables to supply the Charging Station at the event. We will label everything so that you are sure to get these items back. Old and new power cords for all smart phones & ipads are needed. | Kiosks are necessary to accommodate guests who may not have a smartphone, forgot to bring a smartphone, or have a low battery and need a temporary bidding device. Sell raffle tickets, log bid numbers and distribute blue glow bracelets. At 9PM FIVE of those ipads go to the Help Desk and THREE go to Item Pickup. | Items from display that are part of the silent auction donation need to be moved to "Item Pickup" upstairs | Using BidPal Spotting sheets these volunteers record the closing bid and winning bid # for ALL Live Auction Items. | Checkout will serve as a reconciliation point for guests to pay with cash or check. Everyone else can proceed directly to item pick up. Email receipts will be provided to guests who pre-register and pay with a credit card. | Located upstairs this year. Three ipads will be set to "Item Pick Up Assistant" | Pick up, clean up, haul, and load. |
| 1:00- 3:00PM | 6:00 TRAINING | 6:00 TRAINING | 6:30 TRAINING | 8PM TRAINING w/ Sara Jean | 8:45 Print Forms | | Jocelyn & Regina | 11:45- 1AM |
| Janel McGreevy | 6:30 - 8PM | 7 - 8PM | 7 - 8PM | 9PM SILENT AUCTION ENDS | Music & Bar Closes for 30 minutes at 9:15PM | 9PM On-site event manager prints receipts immediately following close of bidpal silent auction. | 10:00 - 11 | Jason Folken |
| Lisen Stoa | Amy Simso Dean (LEAD) | Katie Hedman | Jeff Pilon | Joe Eskola | LIVE AUCTION 9:15-9:45PM | 9:45- 10:15PM FUND-A-NEED | Amy Hasbargen | Erika Donner |
| Amy Hasbargen | Alyssa Kuhlman | Kelly Huginin (IPAD) | Rachel Gustin | Betsy May | Erika Donner | 10:15 RAFFLE | Amy Simso Dean (LEAD) | Zach Legein |
| Beth Gyllstrom | Laura Risdall | | Dena McDonald-Watschke | Theresa Mooney | Varsity Staff | 10:30 -Midnight | Kristin Klarkowski | |
| Heather Thomson | Tim Dean | 8 - 9PM | Zach Legein | Jason Folken | Varsity Staff | Beth Alvarez | 11- Midnight | |
| 2:00 - 4:00 | Erika Donner | Jason Folken (IPAD) | Sarah Hoek | | | Julie Blosssey | Tim Dean | |
| Katie Hedman | Sarah Hoek (RAFFLE IPAD) | Paul Hoek (IPAD) | Beth Frangipane | | | | Amy Simso Dean (LEAD) | |
| Kelly Huginin | | (5) Ipad Kiosks return to Help Desk during Live Auction & Fund-a-Need | Sahar Helmbarger | | | | Erika Donner | |
| 3:00 - 6:00 | 8 - 9PM | | | | | | | |
| Amy Simso Dean | Kelly Taschler (LEAD) | | Ipad Kiosks Shift #2 | | | | | |
| Erika Donner | Lonnie Hutsey | | 6:30 TRAINING | | | | | |
| Lindsay Larson | Erika Donner | | 8 - 9PM | | | | | |
| 6:45 Arrivals | Zach Legein | | Beth Alvarez | | | | | |
| 7:15 Welcome | (RAFFLE IPAD) | | Tiffany Reis | | | | | |
| | | | Sarah Hoek | | | | | |
| | | | Beth Frangipane | | | | | |
| | | | Meg Bertas | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Ipad Kiosks return to Help Desk during Live Auction & Fund-a-Need 9:10:15 to sell raffle tickets | | | | | |