



"OLGC's Hanami - A Celebration of Cherry Blossoms"

OLGC Auction Gala - April 21, 2012

VOLUNTEER SIGN-UP - See what all the fun is about!



OLGC's annual auction is the social highlight and major fundraiser of the parish and school.

We need your time and talent to make this annual event a success.

Please call the Auction Office at (703) 896-7425 for more information about the opportunities below.

NAME: _____

E-MAIL: _____ **PHONE #:** _____

Return completed form to the Admin Bldg, CCF or School Office or collection basket at Mass.

Attend any Open Committee Meeting – Mark your calendars!

- Tuesday, October 11th - 7:30pm Red Room of the St. Joseph Center
- Tuesday, November 15th - 7:30pm Red Room of the St. Joseph Center
- Tuesday, January 10th - 7:30pm Red Room of the St. Joseph Center

I will help with the Committees checked below. See reverse for Committee descriptions.

- | | |
|---|---|
| <input type="checkbox"/> Advertising – Business | <input type="checkbox"/> Event Day/Evening Volunteers |
| <input type="checkbox"/> Advertising – Family | <input type="checkbox"/> Invitations |
| <input type="checkbox"/> Bid Processing | <input type="checkbox"/> Live Auction |
| <input type="checkbox"/> Close Out | <input type="checkbox"/> Program |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Display and Layout | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Donations | <input type="checkbox"/> Super Silent |
| <input type="checkbox"/> Donation Envelopes | <input type="checkbox"/> Transportation |

___ **General Volunteer** - Volunteer will be contacted as the need arises

___ **Bulk Mailing** – Thursday, **October 20**, starting at 8:30am, downstairs in DeSales Hall

___ **Basket Distribution** – After Masses the weekends of **January 14/15 and 21/22**

___ **Car Raffle Mailing** – (potentially) **February 2**, starting at 8:30am, basement of DeSales Hall

___ **Invitation Mailing** – Thursday, **February 23**, starting at 8:30am, basement of DeSales Hall

___ **Basket Return** – Sunday, **March 4**, 8am to 1pm, Red Room of the St. Joseph Center

___ **Raffle Sales** – After Masses the weekends of **March 3/4, March 24/25 and April 14/15**

___ **Basket Wrapping** – Friday, **March 30**, starting at 8:30am, Red Room of the St. Joseph Center

___ **Program Distribution** – after Masses the weekend of **April 14/15**

Contact Co-Chairs Jackie Madden jfkmadden@verizon.net or Irene Zaso irene@zaso.org

Auction Gala Committee Descriptions

ADVERTISING – Business and Family: Help solicit &/or create ads for auction program (Nov. - late Feb.)

BID PROCESSING: Assist with data entry of winning bids on Auction Night.

CLOSE OUT: Help collect payments on Auction Night.

DATA ENTRY: Enter information in the auction data base. (Nov. - early March)

DECORATIONS: Help design and prepare decorations for Auction Night. (Feb. – mid March)

DISPLAY & LAYOUT: Help create display boards for donated items, plan creative ways to display auction items. Help set up and display auction items on Auction Day. (Feb. – mid March)

DONATIONS for SILENT AUCTION: A great auction needs great donation items to sell! Help us find a few for the following sections. **Gift Certificates, Services, Family Fun, Great Escapes, Merchandise, OLGC’s Finest.** (Nov. – early March)

DONATION ENVELOPES: Help stuff envelopes to be distributed on Auction Night with information for the winning bidder. (Beginning of April)

EVENT DAY VOLUNTEERS: Help set-up, decorate or staff during the Auction Night

EVENT DAY CLEAN UP: Help clean up afterward on Auction Night.

INVITATIONS: Help design invitation and response card (Jan.)

INVITATION MAILING: Help label, stuff and seal invitations on **Feb. 23**, beginning at 8:30 a.m.

LIVE AUCTION ASSISTANCE: Help auctioneer identify bidders, record winning bids & relay information to close-out on Auction Night.

PROGRAM: Assist with auction program production and editing. (Feb. - mid-March)

PUBLICITY: Promote the auction to the entire parish. (Jan. – March)

RAFFLES: Help sell raffle tickets after all Masses on **March 3/4, March 24/25, April 14/15**

RESERVATIONS: Assist with RSVP cards and seating arrangements (beginning of April)

SIGNS: Create signs to promote auction activities such as Raffle Sales, Basket Distribution, etc. (intermittently through Dec. – April)

SUPER SILENT DONATIONS for SILENT AUCTION: Help us find items for the Super Silent section -- our “big ticket” and highly desirable items. (Nov. – early March)

TRANSPORTATION: Pick up certain donated items before the auction OR transport items from OLGC to the auction site on the morning of the Auction.

Contact Co-Chairs Jackie Madden jfkmadden@verizon.net or Irene Zaso irene@zaso.org