

2013 Auction Volunteer Opportunities

Help WWTA host a wonderful fundraising event! There are many opportunities to volunteer the day of the auction on one of the various teams or you may wish to help with pre-auction preparations.

Want to help out? Contact WWTA at auction@wwta.org or 206.545.9161. **All volunteers are asked to attend a pre-auction training - date TBA - at the [WWTA Office](#).**

Day of Event Volunteer Opportunities:

Questions? Check the Auction Volunteer [FAQ](#) or [contact](#) WWTA.

Check In/Check Out

The check in/check out crew is the "face" of WWTA's auction. Crewmembers should enjoy interacting with guests and be ready for fast-paced activity.

Check In/Check Out Captain

Captain will help set up auction check-in/out station and orient crewmembers to registration materials and procedures. Captain should attend pre-auction training and recruit crewmembers when possible. Captain gets break between check in and out to enjoy live auction!

Check In/Check Out Crew

During check in, the crew greets guests as they arrive, locates their registration packets, and distributes bid numbers, meal tickets, and auction programs. At check out, the crew retrieves bidder envelopes, accepts payment, and gives guests their receipts and auction items. Four crewmembers are needed.

Additionally-

- The crew helps with set-up
- As the silent auction closes, gift certificates and very small items will be filed in the winning bidder's registration envelope. Work will continue through the live auction.
- As the live auction winds down, the receipt filers will take alphabetically ordered receipts and file them in appropriate bidder's envelopes.

Silent Auction

The silent auction crew manages the two silent auctions.

Silent Auction Host

Host will become familiar with silent auction items and help set up, organize and label items before auction (approximately 4 hours work before auction date) in addition to attending pre-auction training. Captain coordinates display of silent auction materials and keeps track of auction closures. After silent auctions are closed and bid sheets recorded, the Host's duties are done!

Silent Auction Crew - 2.5 hours

Two crewmembers are needed to help set up auction displays. When silent auctions close, crew will collect bid-sheets, circle winning bidder, and deliver them to data entry crew.

Live Auction

The live auction crew keeps tabs on the bidding frenzy and manages live auction items.

Auctioneer – Are you outgoing and considered the life of the party? Can you sweet talk people into bidding higher?

Live Auction Captain

The live auction captain will attend a pre-auction meeting to become familiar with live auction items. Will act as spotter for auctioneer to point to unseen bidders and will be ready to carry items on-stage for display if necessary.

Live Auction Crew – 1 hours

Two crewmembers are needed as "recorders" to note the winning bidders as they are announced.

Two other crewmembers will be "runners", relaying information from the recorders to the data entry crew.

Live Auction "Vanna" - 2.5 hours

Want to be the center of attention? One person is needed to help set up and display live auction items on stage and walk through the crowd with smaller items.

Data Entry

Data entry is the secret center of the auction universe, where all bids are recorded and receipts printed.

Auction Administrators -Data Entry

The two administrators will attend a pre-auction meeting to become familiar with data entry software and procedure (approximately 2 hours work before auction date). During auction, administrators will enter bid information as received, update missing information in database, and print receipts. Familiarity with Access database software is extremely helpful.

Decorations & Set up

The decorations & set up crew makes everything beautiful before guests arrive.

Decorations & Set up Captain

The decorations captain directs the auction décor and procures necessary supplies. Must attend pre-auction meeting to become familiar with venue and arrive by 3:00 pm at the latest to direct set up.

Decorations & Set up Crew - 1.5 hours

Two crewmembers help decorate the auction venue and assist where necessary with display set up, table arrangements, etc. Must arrive by 3pm.

Dessert Auction

The dessert auction is the most delicious event of the evening.

Dessert Auction Host

The dessert Host coordinates and recruits dessert donations from volunteers and bakeries. Host will communicate with auctioneer and crewmembers to conduct dessert auction and will assist with dessert display. Host should attend pre-auction meeting to review dessert auction procedure.

The dessert auction hosts will visit each table to deliver the dessert bidding envelope, quickly explain procedure, and answer questions. -

Dessert host also calculates the Dessert Dash winning tables.

Photographer

An experienced photographer with a knack for candid, up-close indoor photographs is needed to document the auction. The photographer will capture activities and guests throughout the event with a digital camera. If willing, the photographer will provide her/his own equipment.

Clean up

The clean up crew sweeps the facility for trash and recyclables, helps breakdown decorations, registration, and the bar, and restores the auction venue to its original state.

Clean Up Captain

The clean up Captain will become familiar with clean up needs and procedures and attend a pre-auction meeting, if possible. The captain will have the check list of clean up tasks and coordinate crew accordingly. Clean up should be finished by 10:15 and 10:30 pm at the latest.

Clean up Crew - 1.5 hours

Four clean up crewmembers will assist with clean up after live auction closes. Will entail some physical activity. Clean up should be finished by 10:15 and 10:30 pm at the latest.