

A Graceful Evening

Volunteer List Job Descriptions

Solicitation Committee - Responsible for approaching businesses and/or individuals regarding the donation of items and/or services to the event.

Collection of Donated Items/Catalog - Responsible for collecting donated items and writing descriptions of the items to be placed in the event program catalog.

Basket Assembly - Responsible for taking collected items and arranging for suitable display at the event.

Event Day Set-Up - Responsible for transporting items to The Elmcrest and assisting with display of items for the event.

Event Check-In - Responsible for overseeing the check-in of guests, handing out seating assignments, bidder numbers and other event information.

Ticket Sales - Responsible for selling tickets at Grace on Sundays and some school days starting in February; also monitoring online ticket sales.

Ad Solicitation - Responsible for securing ads from businesses and/or individuals for placement in event catalog.

Table Closers - Responsible for monitoring the close of a table as part of the Silent Auction. Make sure each item's winning bid is circled, the item is paid for and given to winning bidder.

Event Check-out - Responsible for managing the check-out of Silent Auction items, Live Auction items, and other miscellaneous items.

Decorations - Responsible for creating table decorations for the event.

Communications - Responsible for creating all communication for the event

Student Coordinator - Responsible for monitoring Jr. High students selected to participate in the Live Auction process.

Donor Thank-You's - Responsible for writing thank you notes to all donors after the event.

Music - Responsible for securing music for the event; possible jazz musician, possible use of IPod.

Event Clean-Up - Responsible for helping remove any Grace items remaining after the event, decorations, props, unsold items, etc.

Wine Pull Coordinator - Responsible for assembling donated wine and monitoring the wine pull process.

A Graceful Evening Volunteer List

Steering Committee		
Candice Buchbinder	Miriam Moore	Clyde Walter
Mary Jane Keitel	Peggy Shabez	
Solicitation Committee	Collection of Donated Items/Catalog	Basket Assembly
Chair - Peggy Shabez	Chair - MJ Keitel/Candice Buchbinder	Chair - Alex Alvarado
1 Andrea Buttita	1 Karla Koehne	1 Beatriz Alvarez
2. Carrie Douma	2 Laura Tzeng	2
3 Kelly Pope	3 Esther & Neil Armstrong??	3
4 Deanna Blazenko	4	4
5	5	5
6	6	6
	7	
	8	
Event Day Set-Up	Event Check-In	Ticket Sales
Chair -	Chair - Elizabeth Gieschen	Chair - Melissa DeVries
1	1. Ruth Massmann	1 Barb Van Heukelem
2	2. Mary Paulson	2
3	3	3
4	4	4
5	5	5
6	6	6
Ad Solicitation	Table Closers	Event Check-Out
Chair -	Chair -	Chair - Gerry Alvarado
1	1 Deanna Blazenko	1. Doug Wold
2	2 Jade Augustine	2. Nolan Southfield
3	3 Cynthia Rocha	3. Alex Alvarado
4	4	5
5	5	6
6	6	
Decorations	Communications	Student Coordinators
Chair -	Chair - Gwen Gotsch	Chair - Jennifer Brayton
1	1. Clyde Walter	1
2	2 Grace Staff	2
3	3. Steering Committee	3
4	4	4
5	5	5
6	6	6

Donor Thank You's	Music	Wine Pull Coordinator
Chair - Anne Marie Bogdan	Chair -	
1	1	School Project Coordinator
2	2	Emily Southfield
3		
Event Clean-Up		
Chair -		
1		
2		
3		
4		
5		
6		

To volunteer for a committee

contact Miriam Moore (mlm0730@comcast.net; 708-660-0344)

For information about donating auction items

contact Candice Buchbinder (candicepr@earthlink.net; 703-445-3764)
or Mary Jane Keitel (mjkeitel@ameritech.net; 708-763-0242)

For information about asking businesses for donations

contact Peggy Shabez (pshabez@att.net; 630-253-3668)