

# STARLIGHT GALA

PACIFIC CREST SCHOOL 2011 BIENNIAL AUCTION



## GALA VOLUNTEER FORM

If you're looking for opportunities to become more deeply engaged in our community, if you want to get to know more parents at the school, or if you've been searching for a way to start chipping away at your volunteer hours, then we have a spot for you! Please review the volunteer opportunities below and check **all** boxes where you can help. Please also indicate your **preferred role** by circling or highlighting the role.

As you consider the positions that may best fit your talents, don't hesitate to contact me with any questions.

Priya Patel, Volunteer Coordinator  
(priya\_n\_patel@yahoo.com)

**Please return your volunteer form to the school by August 12.** You may fax it (206.784.8944), scan and email it (info@pacificcrest.org), or mail it to the school (600 NW Bright St, Seattle, WA 98107).

Name of Parent #1 (P1): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Parent #2 (P2): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Live Auction: Chris Dwight, Co-chair TBD

| Parent  | Role               | Description  | #Vol's | When Needed   |
|---|--------------------|--|--------|---------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Co-chair or Shadow | Co-chair or shadow the chair as they perform their gala responsibilities in anticipation of taking the lead in the next gala   | 1      | Sept-Nov      |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Marketing          | Making creative posters and otherwise marketing live auction items   | 5      | Oct-Nov       |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Stage Items        | Line up items for stage  | 2-3    | Auction Night |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Spotters           | Folks to locate bidders during live auction  | 3      | Auction Night |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Technical Liaison  | Use skill and experience with hardware/software to partner with Fremont Studios and create screen shots for live auction items | 1      | Oct-Nov       |

### Silent Auction Set-Up: Elizabeth Stanton

| Parent  | Role         | Description                                 | #Vol's | When Needed    |
|---|--------------|---|--------|----------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Table Set Up | Organize items on the silent auction tables | 20     | Nov 11, Nov 12 |

### Procurement: Kim O'Donnell

| Parent  | Role         | Description  | #Vol's | When Needed       |
|---|--------------|--|--------|-------------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Procurement  | Help procure items from local businesses                               | 5      | Summer, Sept, Oct |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Procurement  | Help procure items from PCS families                                   | 5      | Sept, Oct         |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Poster Maker | Create signs and posters giving parents ideas of items they can donate | 2      | Sept, Oct         |

## Wine Raffle: TBD

| Parent  | Role  | Description  | #Vol's | When Needed       |
|---|-------|--|--------|-------------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Chair | Organize wine basket for raffle, create posters calling wine donations for raffle, supervise external volunteers as they sell raffle tickets at the gala | 1      | Sept- Auction Day |

## Computer: Steve Landau

| Parent  | Role                   | Description   | #Vol's | When Needed       |
|---|------------------------|---|--------|-------------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Procurement Data Entry | Review forms and enter data into auction software           | 2      | Summer, Sept, Oct |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Data Clean-up          | Help ensure a consistent look and feel of auction catalogue | 2      | Summer, Sept, Oct |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Data Clean Up          | Work in auction software to clean up existing guest data    | 4      | Sept, Oct         |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Data Entry             | Enter new guest data into auction software                  | 2      | Sept, Oct, Nov    |

## Silent Auction Closure: TBD

| Parent  | Role  | Description  | #Vol's | When Needed |
|---|-------|--|--------|-------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Chair | Manage group of external volunteers as they work to collect auction items that have been won, group according to bidding number to prepare them for check out, and watch the party wall and hand bid sheets to check out once wall is closed. Help volunteers problem solve issues between silent auction closing and check-out. | 1      | November    |

## Primary Class Project: Anne Thiesen

| Parent  | Role    | Description   | #Vol's      | When Needed |
|---|---------|---|-------------|-------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Crafter | Help with craft project for each of the Primary classrooms (e.g. mosaic tables, needle felted blankets) | 4 per class | Sept, Oct   |

## Elementary Class Project: Annette Sindel

| Parent  | Role    | Description   | #Vol's      | When Needed |
|---|---------|---|-------------|-------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Crafter | Help with craft project for each of the Elementary classrooms | 4 per class | Sept, Oct   |

## Middle School Class Project: TBD

| Parent  | Role    | Description  | #Vol's      | When Needed |
|---|---------|--|-------------|-------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Crafter | Help with craft project for each of the Middle School classrooms | 4 per class | Sept, Oct   |

## Decorations: Irene Turner

| Parent  | Role                    | Description   | #Vol's | When Needed          |
|---|-------------------------|---|--------|----------------------|
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Decorations/Sign Makers | Making large hanging structures, hanging sculptures, mobile style signage, creating "tree" for wheel of fortune. Background in arts, skilled with hands, or carpentry skills preferable | 12     | October, Auction Day |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Drivers with Trucks     | Transport large items to auction site   | 6-8    | Auction Day          |
| <input type="checkbox"/> P1 <input type="checkbox"/> P2 | Shadow                  | Shadow the chair as they perform their gala responsibilities in anticipation of taking the lead in the next gala  | 1      | Sept-Nov             |

## Art Gallery: TBD

| Parent                      |                             | Role     | Description   | #Vol's | When Needed |
|-----------------------------|-----------------------------|----------|---|--------|-------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Builders | Use power tools and basic carpentry skills to create walls on which to hang art | 8      | Oct, Nov    |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Curators | Use artistic sense to hang art tastefully                                       | 2      | Nov 11      |

## Food/Hospitality: TBD

| Parent                      |                             | Role         | Description  | #Vol's | When Needed            |
|-----------------------------|-----------------------------|--------------|--|--------|------------------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Manager      | Make signs for food sign-up, make reminder calls, arrange and serve food on auction night, manage group of external volunteers who will assist in food service | 1      | Oct-Nov, Auction Night |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Poster Maker | Help make signs for food sign up, make reminder calls  | 3      | Oct-Nov, Auction Night |

## Registration/Finance: Lisa Dowling

| Parent                      |                             | Role         | Description  | #Vol's | When Needed        |
|-----------------------------|-----------------------------|--------------|--|--------|--------------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Registration | Pre-register parents for the auction at school pick-ups and drop-offs, and on night of auction                   | 4      | Nov, Auction Night |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Registration | Register guests as they arrive into auction software   | 6      | Auction Night      |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Cash Out     | Check out guests using the auction software (8-11 pm)  | 6      | Auction Night      |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Shadow       | Shadow the chair as they perform their gala responsibilities in anticipation of taking the lead in the next gala | 1      | Sept-Nov           |

## Bar: TBD

| Parent                      |                             | Role  | Description  | #Vol's | When Needed            |
|-----------------------------|-----------------------------|-------|--|--------|------------------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Chair | Procure beer and wine for the bar, train and supervise drink servers | 1      | Oct-Nov, Auction Night |

## Photography and Placards: Ciam Sawyer

| Parent                      |                             | Role          | Description   | #Vol's | When Needed   |
|-----------------------------|-----------------------------|---------------|---|--------|---------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Photographer  | Assist in photographing items for the auction, help with studio day                       | 10     | Late Oct, Nov |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Placard Maker | Help assemble placards for auction items, skill in gluing a must, artistic eye is helpful | 5      | Oct, Nov      |

## Game of Chance: Erika Nedderman

| Parent                      | Role                        | Description    | #Vol's   | When Needed |                  |
|-----------------------------|-----------------------------|----------------|--|-------------|------------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Display Set-up | Arrange visually appealing display to hang sparkling stars   | 4           | Nov, Auction Day |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Gift Bags      | Work with procurement to decide which items will be designated to GOC and place prizes in gift bags              | 2-3         | Oct-Nov          |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Star Maker     | Bake salt dough stars to correspond with gift bags. Can also be created with sparkly cardstock.                  | 1           | November         |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Wine Raffle    | Organize wine basket for raffle  | 2           | November         |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Shadow         | Shadow the chair as they perform their gala responsibilities in anticipation of taking the lead in the next gala | 1           | Sept-Nov         |

## Business Ads, Individual Sponsorships, Corporate Sponsorships: Martha Obenauer

| Parent                      | Role                        | Description             | #Vol's   | When Needed |            |
|-----------------------------|-----------------------------|-------------------------|--|-------------|------------|
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Organizing Business Ads | Coordinate Bus. Ads from PCS parents and surrounding businesses to be placed in auction catalogue, liaison with graphics person, front desk, and procurement team, send thank yous with Tax ID numbers after auction | 1           | Summer-Nov |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Individual Sponsorships | Coordinate with front desk and Jacquie to acquire all names and addresses of individuals to ask for sponsorships. Send out letters and create sponsorship list to go into auction catalogue. Send thank yous.        | 1           | Sept-Nov   |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Corporate Sponsorships  | Contact Seattle based big corporations to sponsor large portions of the auction  | 1           | Summer-Nov |
| <input type="checkbox"/> P1 | <input type="checkbox"/> P2 | Shadow                  | Shadow the chair as they perform their gala responsibilities in anticipation of taking the lead in the next gala   | 1           | Summer-Nov |