



## ANNUAL DINNER & BENEFIT AUCTION

April 27, 2019

Doors open at 5:00 pm

**VOLUNTEERS ARE NEEDED!** This is a great opportunity to complete your outstanding Stewardship Hours.

### Areas Where You Can Help

**Procurement** – Go into the community and ask local businesses for donations for the auction. Instructions will be provided along with a list of businesses who have donated in the past. This can be done solo or with a team.

**Buy a Dessert** – Donate by purchasing a dessert. Simply call and order a dessert from Phoebe's Bakery: 360-742-3066.

**Dessert Pick-up and Delivery** – Pick-up the donated desserts the day of the auction and deliver them to the school.

**Set Up or Take Down** – Many people are needed

- Set up dinner tables with table clothes, centerpieces, dinnerware, & silverware
- Set up decorations
- Set up items and baskets in the appropriate sections
- Place corresponding bid sheets by each item or basket
- Take down decorations after the auction
- Clear off dinner tables after the auction
- Take down tables and put chairs away
- Take dirty dinnerware & silverware to the NCA kitchen
- Wash the table linens at home

**Jr. High and High School students**

- Servers – 10 responsible High School students needed.
- Selling Door Prize tickets – We need 4 outgoing students to walk around and sell tickets for the door prize drawing baskets or items.
- Runners – Jr. High students to help with whatever asked.

**Section Closing** – (during the silent auction) and item transport to the checkout room – 6 people are needed.

**Help in the Checkout Room** – This is where items purchased are sorted by bidder # and given to the bidder when a paid invoice is shown. – 3 people are needed

There are more ways you can help.

Please contact [auction@ncslacey.org](mailto:auction@ncslacey.org) if you can help out.