

AUCTION TIMELINE

Day after the Auction New Chair step in:

DESCRIPTION	WHEN	RESPONSIBILITY
<i>Past Auction Follow-Up</i>		
1 Follow-Up meeting with committee	Immediately following	All
2 Item Disbursement		Chairs-Financial-Data Content
3 Leftovers offered to school communitiy	Immediately following for one week	Chairs-Financial-Data
4 Budget Review by Coordinators	At follow-up meeting	
5 Tidy up financials	Immediately following	Financial
6 Finaincial information accumulated and assessed	Prior to Volunteer Party	
7 Preliminary Financial Report	December Board Meeting	Chairs - Financial
8 Volunteer Party	December - Prior to December Breack	Chairs
9 Themes Selected	At Volunteer Party	All
10 Solicit for Coordinators	At Volunteer Party	Chairs
11 Thank-You's issued, corporate gifts and newspaper thank your	Mid-December	Correspondence-Publicity
12 Inventory/Order forms and supplies	December	Chairs-Data
<i>New Auction Planning</i>		
1 Budget review and preliminary to Board	January	Chairs-All Coordinators
2 Early corporate contract for donations	January	Coorespondence
3 Report Financial (Actuals)	February Board Meeting	Chairs-Financial
4 Update donor base with new parishoners/ business	Spring	Data
5 Database Update	Spring	Data
6 Print Procurement Booklets	Spring	Data
7 Auctioneer Selection	Spring	Chairs
8 Print early donor contact letter, business letter	May	Coorespondence
9 Monitoring incoming donations and coorespondence	May thru August	Chairs-Data-Financial
10 Procurement Begins	August	Procurement-Art
11 Booklet Proparation Begins	August	Data-Booklet
12 First Auction Meeting	September	All
13 Determine Raffle	At First Auction Meeting	All
14 Live Auction Meeting	Mid-September	Live
15 Audio/Video	September	AV
16 Pick-up Begins	September	Pick-up

17	Item Storage Begins	September	Storage
18	Invitations Mailed	September 1st	Coorespondence-Corporate
19	Data Entry for donations begins	September	Data-Financial-Content
20	Gift Certificates Process Begins	September	Data-GC
21	Basket Coordination Begins	September	Baskets
22	Options for Decorations Discussed	At First Auction Meeting	All
23	Type of Raffle Discussed	At First Auction Meeting	All
24	Parent Volunteer Sign-up Begins	At Open House	Data
25	Sale of Event Tickets andf Raffle Tickets Begin	At Open House	Reservations-Raffle
26	Ticket Sales at Mass Begins	October 1st	Reservations-Raffle
27	Secure/Reserve Trucks	October 1st	Trucks
28	Organizational Meeting at Hotel	October 1st	All
29	Event location and food service contract negotiated and signedf for following years events	October 1st	Chairs
30	Items numbered - All other incoming donations to addendum	4 days before booklet goes to print	Live-Silent-Art-Baskets
31	Completion of Booklet	10 days prior to event	Booklet
32	Meeting with Auctioneer	After booklet is completed	Chairs-Art-Live
33	Coordinator review of Min.Bids	Before Bid Sheets are printed	Select-Art-Silent-Bskets
34	Print Bid Sheets	Two days before	Data
35	Items and Set-up Supplies Load and Delivered	Loaded Day before Delivered Morning of	Storage-Trucks-Staging
36	Set-up	Morning/Day of Auction	Live-Silent-Baskets-Art-Chk In Decorations-Chk Out Raffle - Staging
37	Check-In	Night of Auction	Check-In - Data
38	Check-Out	Night of Auction	Check-Out - Financial
39	Clean-Up	Night and Morning After	Clean-Up