

April 17, 2005

SAMPLE

Dear Set Up Volunteers:

April 30, 2005 marks the 21<sup>st</sup> Annual Shanley Dinner Auction and once again it promises to be an exciting fun-filled evening. Thank you for helping to keep this tradition alive by volunteering to set up the Silent Auction tables!

**We will start the day with breakfast at 7:15 am in the Holiday Inn Harvest Hall Room on Saturday, April 30<sup>th</sup>.** Members of the Auction Committee will be there to greet you and orientate you. Our responsibility consists of arranging the various Silent auction items along with their respective bidding sheets on the tables. We hope to be done by noon!

Again, thank you for volunteering your time and energy to this worthwhile cause. If you have any questions between now and the time set for our meeting, please feel free to call Diane Kenney at 235-7064 or Karen Hofer at 232-6897.

See you Saturday, April 30<sup>th</sup>.

Diane Kenney and Karen Hofer