

April 17, 2005

SAMPLE

Dear Silent Auction Table Monitors:

April 30, 2005 marks the 21st 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 monitor the Silent Auction tables!

Please plan to meet at the Holiday Inn Harvest Hall Room at 4:00 pm on Saturday, April 30th. Members of the Auction Committee will be there to greet you and orientate you. Our two rooms (Dakota Hall and Harvest Hall) open to our guests at 4:40 pm. Please welcome our guests and encourage bidding, especially at the early closing tables and the "Almost Live" tables.

Guests must write their bids on bidder sheets located next to each item. Minimum bid increases are shown on each bidder sheet. Watch for any full bidder sheets; when full, write the item number and minimum bid increase on a new sheet and place that one on top of the old. The tables will be closed for bidding at selected times as announced by the General Chair, our spokesperson for the evening. The tables located in the Dakota Room close at 6:30 pm. Tables in the Harvest Room close at 6:45 pm. The tables with the Almost Live items close at 7:45 pm.

Enjoy yourself and the hor'doerves, but be available to watch bidding and activity around your table! Plan to be in position 5 minutes before your table is set to close. As the General Chair announces the table closing, pick up the bidder sheets quickly, put the in numerical order, and give them to a committee person (listed below). It is very important that no one be allowed to add an additional bid. You may tell them, "I'm sorry, no more bids are allowed."

Don't forget to encourage bidding, especially at the early closing tables and the "Almost Live" tables. The "Almost Live" tables are our most valuable items, so continually ask bidders to go to that room, especially after 6:45. After all tables are closed (7:45), please help bring all items from the Dakota Room to the Harvest Room in an orderly fashion. We should be done by 7:00 pm so that those with dinner tickets may get to the Great Hall on time for dinner. Our next shift of workers comes in at 7:00 pm to organize and distribute items to successful bidders.

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.

cc: Myron & Joan Bowar
Monte & Connie Grotte
Phil & Chris Glogoza

Steve & Laura O'Rourke
Merle & Peg Gilbertson
Justin & Wendy Paulson

Murray & Mary McManus
Mark Klundt & Mary Jo Sigl

9/01/05