

April 17, 2005

SAMPLE

Dear Silent Auction 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 organize and distribute items to successful bidders.

**Please plan to meet at the Holiday Inn Harvest Hall Room at 5:30 pm on Saturday, April 30<sup>th</sup>.** Members of the Auction Committee will be there to greet you and orientate you. You will be served dinner, most likely in the main dining room, at 6:00 pm. Once the guests are ushered to their dining tables at 7:00 pm, you will have the Harvest Hall to yourselves to start the process of organizing and distributing items.

Lock all entrances into the Harvest Hall Room to minimize interruptions and begin to consolidate the Silent auction items onto the tables so as to clear several tables towards the north end of the room. Once all bidding sheets are entered into the computer, along with the successful bidder name, you will be handed several working copies. Bonnie Faller will designate someone to take one of these copies to the Holiday Inn office for duplication so that our guests will know what they have purchased. Working in pairs, arrange all Silent auction items purchased by a bidder together and place on the table in chronological order by bidder number starting at the north end of the room. (Note: If an item is a gift certificate, it will be located in a box containing only gift certificates. You may choose to keep all gift certificates together or place them with the other purchases, but be consistent.)

Place several tables at the north doors to greet guests claiming their Silent auction items. They must present a paid receipt from the Cashier before they may pick up their items. Their bidder number will be on the receipt. It works best if 3 or 4 workers wait on guests at the door and call out the bidding number to the "runners". **DO NOT LET GUESTS INTO THE HARVEST HALL ROOM TO GET THEIR OWN ITEMS!!** Continue with this process until all items have been claimed. Any unclaimed items or certificates are to be turned over to the General Chair for Sunday pick up.

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>.

cc: Merle & Peg Gilbertson      Steve & Laura O'Rourke      Phil & Chris Glogoza  
Justin & Wendy Paulson      Monte & Connie Grotte      Myron & Joan Bowar  
Murray & Mary McManus      Mark Klundt & Mary Jo Sigl

9/01/05