



2014 30th Anniversary Shanley Dinner Auction

Saturday, April 26, 2014

Sponsored by and Supporting the Blessed John Paul II Catholic Schools
5600 25th Street South, Fargo, ND 58104

A community striving for excellence through faith, learning and service

2014 AUCTION PRODUCTION TIMELINE

WEEK OF MARCH 3	INITIATIVE	DATE COMPLETED
	<p>AUCTION CATALOG Prepare and update the supplemental pages (all pages other than auction item pages) Continue work on the artistic design of cover/divider pages</p> <p>PADDLE GAME Continue securing 600 paddle sticks, stock paper (8.5" X 17") – 600 sheets, double-face tape Begin printing the stock paper and assembling paddles</p> <p>AUCTION ADVERTISEMENT Secure and prepare advertisements for catalog</p>	
WEEK OF MARCH 10	<p>INITIATIVE</p> <p>AUCTION CATALOG Complete work on the artistic design of cover/divider pages Completion of all 03.21.13 catalog initiatives Follow up with Forum Communications to determine timeline for overall catalog printing</p> <p>REGISTRATION Auction invitations and RSVP cards mailed out</p> <p>PADDLE GAME Continue printing the stock paper and assembling paddles</p> <p>AUCTION ADVERTISEMENT Secure and prepare advertisements for catalog Assign advertisement pages throughout catalog</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
WEEK OF MARCH 17	<p>INITIATIVE</p> <p>REGISTRATION Begin entering registrations into the Maestroweb database Follow up on RSVPs' missing addresses and meal preferences Notify Lee Hoedl of new attendees/addresses in the database</p> <p>AUCTION CATALOG Begin process of data transfer from Maestroweb to catalog on Silent, Deacon Select and Live Auction items Begin catalog proofreading</p> <p>PADDLE GAME Complete the assembly of paddles (600 total)</p> <p>DRESS DOWN NON-UNIFORM TICKETS Secure 8.5"X 11" white stock paper and begin printing 500 sheets of tickets</p>	<p>_____</p> <p>_____</p> <p>_____</p>

WEEK OF MARCH 24	<u>INITIATIVE</u>	<u>DATE COMPLETED</u>
	REGISTRATION Continue entering registrations into the Maestroweb database Follow up on RSVPs' missing addresses and meal preferences Notify Lee Hoedl of new attendees/addresses in the database	
	AUCTION CATALOG Complete data transfer from Maestroweb to catalog on Silent, Deacon Select and Live Auction items Complete catalog proofreading CATALOG TO GO TO PRINTER	<hr/> <hr/>
	DRESS DOWN NON-UNIFORM TICKETS Continue printing 500 sheets, cut each sheet into packets and staple one sheet of tickets (4 per page) together in the upper left hand corner	

WEEK OF MARCH 31	<u>INITIATIVE</u>	<u>DATE COMPLETED</u>
	REGISTRATION Continue entering registrations into the Maestroweb database Follow up on RSVPs' missing addresses and meal preferences Notify Lee Hoedl of new attendees/addresses in the database	
	AUCTION BIDDER CARDS Prepare format for auction bidder cards Information prep for backside of bidder card – Premier and Grand Sponsorship information Secure stock paper for bidder card (similar to 2012-13)	
	DRESS DOWN NON-UNIFORM TICKETS Complete the stapling of one sheet of tickets (4 per page) together in the upper left hand corner	<hr/>

WEEK OF APRIL 7	<u>INITIATIVE</u>	<u>DATE COMPLETED</u>
	REGISTRATION Continue entering registrations into the Maestroweb database Follow up on RSVPs' missing addresses and meal preferences Notify Lee Hoedl of new attendees/addresses in the database Begin helping Lee Hoedl with table assignments and placement	
	AUCTION BIDDER CARDS Continue on format for auction bidder cards Information prep for backside of bidder card – Premier and Grand Sponsorship information Discussion on assigning bidder numbers AFTER initial printing	

WEEK OF APRIL 14	<u>INITIATIVE</u>	<u>DATE COMPLETED</u>
	REGISTRATION Continue entering registrations into the Maestroweb database Follow up on RSVPs' missing addresses and meal preferences Notify Lee Hoedl of new attendees/addresses in the database Begin helping Lee Hoedl with table assignments and placement Pull together materials needed (extra reams of white paper, pens, file folders, etc.)	

WEEK OF APRIL 21

INITIATIVE

DATE COMPLETED

REGISTRATION

Continue entering registrations into the Maestroweb database
Follow up on RSVPs' missing addresses and meal preferences
Notify Lee Hoedl of new attendees/addresses in the database
Finish helping Lee Hoedl with table assignments and placement

SATURDAY, APRIL 26 – SHANLEY DINNER AUCTION