

**2016 SHANLEY DINNER AUCTION TIMELINE**<http://www.hoedlshaven.com/SHANLEYAUCTION>

DATE	TIME	ACTION/INITIATIVE	COMMITTEE/POINT	FOLLOW-UP	DATE COMPLETED
<b>SEPTEMBER</b>					
9/1-30/2015		Auction Committee Formation and Recruitment; Database Imports from MaestroPro to Raiser's Edge; Database Archiving; Server File Maintenance and Cataloging	Auction Director		
9/1-30/2015		Identification of Dignitaries for Shanley Dinner Auction Invitation List	Auction Director, Auction Chairs		
9/1-30/2015		Reports of Item Donors, Auction Donor Lists to Director of Annual Giving for Annual Report	Auction Director		
9/1-30/2015		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
9/1-30/2015		Auction Chair Meeting - Initial Annual Goals, Chair Recruitment; Initial Calendar Review; Development of Premier and Grand Sponsor Candidates	Auction Chairs, Auction Director		
9/1-30/2015		Review of and Securing MaestroPro Contract Agreements; Archiving Previous Year Database; Repopulate and Prepare 2016 Database	Auction Director		

9/10/2015; Thursday		Auction Chair Meeting - Initial Annual Goals, Chair Recruitment; Initial Calendar Review	Auction Chairs, Auction Director		
9/14/2015; Monday		Catalog Art Design Conceptualization	Auction Director, Shanley Art Instructor		
9/16/2015; Wednesday		Purchases of Strategized Auction Items (Identified Group Purchases); Solicitation Timeline Review and Committee Planning	Auction Director; Solicitation Chairs		

**OCTOBER**

10/1-31/2015		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
10/1-31/2015		Auction Chairs' Generation of Potential Live Auction Packages and Deacon Select Auction Items	Auction Chairs, Auction Director		
10/1-31/2015		Solicitation Chairs Meeting - Strategy Planning for 2016 Solicitations Process; Solicitation/Cash Donations Committee Member Recruitment; Solicitation Packet Materials Review; Silent Auction Category and Code Designations	Solicitations Chairs, Auction Director		
10/1-31/2015		Begin Catalog, Invitation Design, Bid Process	Auction Director		

**NOVEMBER**

11/1-30/2015		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
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11/7/2015; Saturday		Solicitor Assignment to Potential Donors/Solicitation Packets Assembly	Solicitation Chairs		
11/10/2015; Tuesday		Donor Solicitation Letter Design and Merge	Auction Director		
11/17/2015; Tuesday		Holiday Inn Meal Preferences, Dessert, and Appetizers Selections Completed	Auction Chairs		
<b>11/26 - 27/2015; Thursday-Friday - THANKSGIVING BREAK</b>					

**DECEMBER**

12/1/2015		Run MaestroPro Report for Solicitor Reassignments	Auction Director		
12/1-31/2015		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
12/1-31/2015		Identification of Pre-Party Candidates	Auction Director, Auction Chairs, Solicitation Chairs		
12/31/2015		Establish 2016 MaestroWeb/Set Database Accesses	Auction Director		
12/31/2015		Adjust/Readjust Solicitor Assignments and Add New Solicitors in Maestroweb	Auction Director		
12/31/2015		Update Shanley Dinner Auction Committee List and Contact Information	Auction Director		
<b>12/23 - 1/3/2016; Wednesday-Monday - CHRISTMAS BREAK</b>					

**JANUARY**

**000000 2016 Shanley Deacons Dinner Auction**

**000000Saturday, April 30, 2016**

1/1-30/2016		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
1/1-31/2016		Application for Raffle Permit Visa to City Auditor	Auction Director		
1/1-31/2016		Update Auction Data Entry Manual	Auction Director		
1/1-31/2016		Securing Materials for Auction Certificates and Certificate Updates	Auction Director		
1/1-31/2016		Inventory and Replenish Office Supplies in Auction Room	Auction Director; Solicitation Chairs		
1/1-31/2016		Update and Prepare <i>Wall of Wine</i> Form for Shanley Front Desk	Auction Director		
1/1/2016		Begin Solicitation for Catalog Advertisement Sponsors	Auction Director and Committee		
1/1/2016		Begin Weekly Postcard Mailings for New Attendee and Recruitment and Lapsed Auction Attendees (25 per week for 6 weeks)	Auction Director		
1/6/2016; Wednesday	7:00 PM	Auction Kick-Off Celebration (Auction Room - Sts. Anne & Joachim Upper Floor)	Solicitation Chairs, Auction Director, Solicitation Team Captains, Solicitors		
1/12/2016; Monday		Solicitation/Cash Donation Letter(s) Mailed to New and Previous Donors	Auction Director		

1/12/2016; Monday		Notification to Technology Director (NETRIX) of Auction's Technological Needs for Data Entry at Sts. Anne & Joachim	Auction Director		
<b>1/20 - 25/2016; Wednesday-Monday - MARCH FOR LIFE</b>					
<b>1/31 - 2/6/2016; Sunday-Saturday - CATHOLIC SCHOOLS WEEK</b>					
1/25/2016; Monday		Pre-Party Donation Request Mailing	Auction Director		

**FEBRUARY**

2/1-29/2016		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
2/1/2016; Monday		Meal Preferences/Pre-Party Appetizers & Refreshment /Deacon Table Menu Selections	Auction Chairs, Auction Director		
2/1/2016; Monday		Teacher/Staff Request for Year Highlights, Photos, Videos for Auction Dinner Presentation	Auction Director		
2/3/2016; Wednesday		Dinner Auction Invitations Ready For Print			
2/3/2016; Wednesday	3:00-7:00 PM	Auction Donations Drop Off at Sts. Anne & Joachim Church (Auction Room)			
2/12/2016; Thursday		Catalog Proofing Begins			
<b>2/14/2016; Sunday - VALENTINE'S DAY</b>					
2/17/2016; Wednesday	3:00-7:00 PM	Auction Donations Final Drop Off at Sts. Anne & Joachim Church (Auction Room)			

<b>2/19/2016; Friday - SCHOOL HOLIDAY (NO SCHOOL)</b>					
2/24/2016; Monday		Dinner Auction Invitations Mailed			

**MARCH**

3/1/2016		<b>REFER TO CATALOG DESIGN AND TIMELINE</b>			
3/1/2016		<b>REFER TO AUCTION PRODUCTION TIMELINE</b>			
3/1-31/2016		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
3/1-31/2016		Contact/Follow-Up With 2016 Deacon Table Attendees - Hotel Arrangements, Meal Preferences	Auction Director		
3/1-31/2016		Secure Auction Spotters and Great Hall Assistance	Auction Director		
3/1/2016; Tuesday		Begin Student Ambassador Selection Process	Auction Director; Shanley Principal		
3/8/2016; Tuesday		Catalog Layout/Proofing Begins			
3/9/2016; Wednesday		<b>AUCTION ALL-CHAIR PLANNING AND UPDATE MEETING - Sts. A &amp; J Auction Room</b>	<b>Auction Director, Auction Chairs, Silent Auction Chairs, Raffle/Paddle Chair, Ambassador Chairs, Solicitations Chairs, Arrangements and Display Chairs</b>		
3/21-25/2016		Auction Catalog Item Renumbering and Restructuring - Silent, Deacon Select, Live Auctions	Auction Director		
<b>3/24-28/2016; Thursday-Monday - EASTER BREAK/WEEK</b>					

3/30/2016; Wednesday		Renumbering of All Auction Items - Transfer from Database to Catalog	Auction Director, Solicitations Chairs		
3/30/2016; Wednesday		Selection of and Acceptance Letters Sent to Student Ambassadors	Shanley High School Principal, Auction Director		

**APRIL**

4/1/2016		<b>REFER TO CATALOG DESIGN AND TIMELINE</b>			
4/1/2016		<b>REFER TO AUCTION PRODUCTION TIMELINE</b>			
4/1-29/2016		Auction Chair Meetings and Solicitations Chair Meeting As Needed	Auction Chairs, Solicitation Chairs, Auction Director		
4/1-29/2016		Deacon Table Take-Home Favors Selection	Auction Chairs		
4/4/2016; Monday		Auction Catalog Tab Pages Deadline to Forum Communications			
4/4/2016; Monday		Final Catalog Proof to Visual Displays/Props Committee	Auction Director, Visual Displays		
4/4-7/2016; Mon.-Thurs.		Final Auction Catalog Proofing	Solicitation Chairs, Auction Director		
4/6/2016; Wednesday		<b>AUCTION ALL-CHAIR PLANNING AND UPDATE MEETING - Sts. A &amp; J Auction Room</b>	<b>Auction Director, Auction Chairs, Silent Auction Chairs, Raffle/Paddle Chair, Ambassador Chairs, Solicitations Chairs, Arrangements and Display Chairs</b>		
4/8/2016; Thursday		Instructional Meeting with Student Ambassadors (Attire, Behavior, Evening Process)	Auction Director, Shanley Principal, Superintendent		

4/9/2016; Friday		Silent, Deacon Select, Live Auction Text / Catalog Text Deadline to Forum Communications			
4/11/2016; Monday		Text2Bid Online and Public Announcement Regarding Log-On	Auction Director		
4/13/2016; Wednesday		Meeting With Shanley Dinner Auction Emcee, Auctioneer and Media Productions to Review Evening Format and Flow	Auction Director		
4/18/2016; Monday		Finalize Curtain Warmer and Live Auction Show Presentation	Auction Director		
4/18/2016; Monday		Gift Certificates for Student Ambassadors	Auction Director		
4/29/2016; Friday	3:00 PM	Shanley Auction Items Transferred to Holiday Inn; Set-Up			
4/30/2016; Saturday	9:00 AM	Auction Set-Up	Auction Committee		
4/30/2016; Saturday	4:00 PM	<b>SHANLEY DEACONS DINNER AUCTION</b>	Auction Committee		

**MAY**

5/1-31/2016		2016 Auction Invoices and Thank-You Mailed Out to Auction Purchasers	Auction Director		
		2016 Auction Purchase Follow-Ups	Auction Director		
		2016 Auction Financial Closeout with Business Manager	Auction Director		
		2016 Auction Date and Initial Reservations Made	Auction Director		
		2016 Auction Thank-Yous Sent to Committee and Donors	Auction Director		

5/1-31/2016		Update Database with REIDs for All New Donors and Attendees	Auction Director		
5/1-31/2016		Securing Autographed Shanley Sports Memorabilia from Shanley Athletic Director	Auction Director, Randy Nelson		
5/1-31/2016		Shanley Auction Committee Recognition Gathering	Auction Chairs, Auction Director		

**JUNE**

6/1-30/2016; Thursday		2017 Location/Service Reservation Follow-Ups with Holiday Inn and Media Productions	Auction Director		
6/1-30/2016		Mailing of Donor/Purchaser Recognition Letters	Auction Director		
6/30/2016		Completion of Contract Details with Premier and Grand Sponsors	Auction Director		

**JULY**

7/1-31/2016		2016 Auction Purchase Follow-Ups	Auction Director		
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**AUGUST**

8/1-31/2016		Database Archiving; Server File Maintenance and Cataloguing	Auction Director		
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