

# Annual Spring Auction

Many hands are needed to serve on committees that meet during the day or evening and to help at the *Annual Spring Auction*. See below for opportunities to become involved!

**Advertising and Publicity** – This committee gets the word out to our Villa community. Can you help promote this exciting night? Then, your help is needed on this committee.

**Decorations and Logistics** – This committee ensures continuity of theme and works closely with the *Gift Cataloging Committee* on the overall layout of the venue. Help is needed on event day to display and merchandise our spectacular gifts!

**Gift Cataloging** – This committee works together to enter brief descriptions into the auction database for all gifts received. Help is needed in the time leading up to the event. Work at a time which is convenient to you.

**Gift Distribution and Transition** – Interested in working the evening of the event? Volunteers are needed to compile and distribute gifts to the winners.

**Gift Production and Table Design** – Feeling creative? This committee organizes and packages gifts as well as works with *Decorations and Logistics* on the overall event layout.

**Gift Procurement** – Vital to the success of the *Annual Spring Auction*, this committee solicits and gathers gifts from the Villa community and local businesses. Solicitation can be done at a time convenient for you.

**Hospitality and Seating** – This committee coordinates seating arrangements and welcomes the parents of the Incoming Freshman Class to the event.

**Mobile Bidding** – Are you tech savvy? Help is needed on event night to guide bidders through the mobile bidding process.

**Program** – This committee works closely with the *Office of Institutional Advancement* and *Gift Packaging and Table Design* to ensure a timely and smooth production of the Program Book.

**Student Volunteers** – Parent coordinators are needed to work with student volunteers for the event. Responsibilities include working closely with *Bank and Registration*, *Mobile Bidding*, and *Gift Distribution and Transition* committees to place student volunteers as needed throughout the event.

**Villa Spirit** – Do you like to shop? Then this is the committee for you. Volunteers are needed to target desirable items to be customized to create “one-of-a-kind” gifts for our Jems and their families.

**For more information or to volunteer, please contact Alyse Johnson, Advancement Associate, at 215-357-8810, ext. 217, or [ajohnson@vjmhs.org](mailto:ajohnson@vjmhs.org).**

