



THE CAMBRIDGE SCHOOL 14TH ANNUAL AUCTION and GALA

Volunteer Opportunities

Prior to the Auction & Gala

Auction Packaging Party at the School: Tuesday March 17th after Drop-off

- Review and cross-check auction item details
- Decorate and wrap for presentation
- Label and prep for storage/setup

Day-of Set-up: Saturday March 21st 9am-4pm

- Registration & Check In
- Silent Auction Items and Décor
- Live Auction Table Décor
- Live Auction Stage and AV
- Green Room

Event Night Opportunities

Silent Auction Table Hosts/Item Packaging

- General Help during the silent auction reception
- Friendly face and source of answers
- At the end of the silent auction, gather all items
- for processing and checkout staging
- Silent Auction Packaging

Live Auction and Fund-A-Need Spotters and Recorders

- Spotter supporting the auctioneer
- Record fast-paced bidder number responses

Breakdown & Closing Team

- Breakdown and Carry Out
- Tear down silent auction
- Tear Down Ballroom
- Centerpieces + Table Décor
- Left Over Auction Items