**JOB DESCRIPTION FOR SALMON RIB BAKE Silent Auction COORDINATOR**

* Timeline for Silent Auction coordinator available.
* Attend monthly meetings for the Salmon Rib Bake (SRB) committee meetings to report Silent Auction (SA) progress.
* January – send solicitation letter plus procurement letter to Events, Activities (Pierce & King County) Check with Doug Shaffer.
* Early on, determine if there will be an “Art Auction,” (previously donated by John Larson) first held in 2018 and coordinated by Lynne Jacobsen and Eileen Hadden.
* Coordinate local solicitors (4-6) and mail solicitations for SA items from former donors and new donors (former year spreadsheets, phone script, donation form, and donor procurement letter available). Begin soliciting in MarchApril.
* Coordinate the balance of donations – art, handcrafted items, event tickets, antiques, jewelry, island landscaping services, collectables, gift baskets, etc.
* Set meetings for the SA committee – typically 1 in February, April, May, June, as needed.
* Reach out for donations through Sounder, Facebook, island meetings, etc.
* Secure volunteer to keep records via Xcel of donated items, donors, value, and eventually the Bid sheets and displays, when appropriate (current volunteer and samples available) 141 items in 2021, good number.
* Update the tax letter that each solicitor signs and sends to each of their donors after the SA. (2019 sample)
* Secure volunteers for the Silent Auction – Set-up volunteers for day before set-up, cashiers, credit card sales, auction monitors, etc. ((2021 list available)
* Plan storage of donated auction items in the AB storage room or empty cupboards in kitchen.
* Coordinate with AIHS publicity director to create the SRB flyer that is usually distributed by Brian Getz for a fee. Publicity in the form of a poster promoted by the AIHS publicity director and Art instructor, Lynne Jacobsen, will be printed and distributed in the University Place/Tacoma area plus donor businesses. Advertise a few auction or general items list on AIHS website.
* Organize and set up auction tables the day before the auction. Usually a “Red and Blue” auction, with distribution of auction items (choosing the higher $ items for the 2nd auction – half the tables for each color helps designate which auction and when it will be closed. More info available. 2021, 40% red (north end, 6 tables), 60% blue (south end, 9 8’ tables). (Step-by-step directions available, plus auction monitors directions).
* Day of: Open at 10 for volunteers and early arrivals, red closes at 1:30, blue at 2:30.
* 2021 – 60 credit card transactions (charge $1/per to cover fees), 77 cash or check. Cash register available in kit storage. Check-out tables at north end works well.
* Debrief with SA committee within a week. What worked, what didn’t and how to improve. Save suggestions for next year.
* Attend wrap-up SRB dinner with SRB committee to share/debrief (future improvements)
* BE FLEXIBLE! BE FLEXIBLE!!