



## **Job Description: Centerpiece Designer**

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### **VOLUNTEER POSITION:** Benefit Auction Centerpiece Designer

#### **TIME COMMITMENT:**

Depending on complexity of the centerpieces,

Time to plan, share design ideas with Auction Committee that fit the theme of the event

Time to procure supplies and create the decorations (confirm quantity of tables)

One-time set-up, morning of the Benefit Auction. Plan for clean-up of centerpieces after the event.

#### **DESCRIPTION:**

Develop a centerpiece idea for each Table of Ten at the Auction, present the idea to the Auction Committee at least 3 months prior to the event.

Procure materials for making the centerpieces, assemble the centerpieces, and set up centerpieces on the morning of the event.

Bring centerpieces to the Benefit Auction in the morning and setup on tables.

Collect centerpieces at the end of the Benefit Auction, disposing of items that are no longer needed for future events.



### **GUIDELINES:**

- Determine a budget (request a sponsor or donation if cash is needed)
- Auction Committee should review the design (or a prototype/sample) at least 3 month prior to the event. NOTE: May need to attend the Auction Committee Meeting for presentation of the sample.
- Auction Committee will approve sample and any budget needs related to acquiring the materials for the centerpieces
- Check inventory from previous years for decorations, balloons, etc.
- Create the appropriate quantity of centerpieces (based on quantity of tables of 10 - confirm with the Auction Committee)
- Bring the centerpieces to the hall on the morning of the event
- Set up centerpieces on each table
- Plan for the clean-up:
  - Either plan for a “winner” at each table to take the centerpiece home
  - Or Collect centerpieces at the end of the event and arrange storage of any reusable parts of the centerpieces.