



Job Description: Packaging Room Supervisor

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Section: Benefit Auction Page: 62

VOLUNTEER POSITION: Benefit Auction Packaging Room Supervisor

NOTE: Typically 2 individuals working together

TIME COMMITMENT: 7 hours, arriving at 5pm the evening of the Benefit Auction until the event is over at midnight.

1 hour – upon arrival, verify that the Packaging Room is setup correctly and that the Certificate Box has all items included. See school administration and Acquisitions Chair if there are any issues or questions regarding the Certificate Box. See the ***Morning Hall Setup*** guidebook for more information on the Packaging Room setup.

15 minutes - return to room as each section closes (refer to posted ***Order of Events*** for times) to make sure SOLD items are placed in the correct sections in the Packaging Room in numerical order.

20 minutes – return to room when the Live Auction ends to make sure all items are placed in the “L” section in the Packaging Room in numerical order and all UNSOLD items are placed into the “U” section.

Typically 1 hour - at end of event, remain until all SOLD items have been picked up and UNSOLD items returned to loading vehicles for transportation to storage/school

DESCRIPTION: see above



GUIDELINES:

- Verify that the Packaging Room is setup correctly with section labels/tables for every section (A, B, C, D, L, and U), two carts are available for transporting items, and a table is setup for guests to line up when checking out for the evening
- Verify any items that ALSO have certificates which are found in numerical order in the Certificate Box; school administration (typically Jason Roder) will provide the Certificate Box to the packaging room
- Go to the Acquisitions Chair, Head of School, and/or Auction Chair with any questions you may have regarding the setup, Certificate Box, Checkout processes, invoicing issues, items in lot(s), etc.
- Introduce yourself to the Packaging Room Runners
- Introduce yourself to the Section Closers
- Study ***Order of Events*** to familiarize yourself with section closing times
- As each section closes, supervise Packaging Room Runners for correct basket placement in Packaging Room
- When the Live Auction ends, supervise Packaging Room Runners for correct basket placement in the Packaging Room for Live Auction and UNSOLD items (sections “L” and “U”)
- AFTER the conclusion of the evening, winner MUST pay FIRST, collect final invoice from Checkout, and then line up at Packaging Room door/table to pick up their purchased items.
- Look for invoice marked as PAID before guest receives their winnings.
- Confirm the receipt of ALL the correct items on the winner’s invoice.