



Job Description: Keepsake Catalog Editor

Publication: Parent Volunteer Handbook 2025

Section: Benefit Auction Pages: 51-52

VOLUNTEER POSITION: Benefit Auction Keepsake Catalog Editor

TIME COMMITMENT: 4-5 month time period prior to the Auction, approx. 1-2 hours a week of PowerPoint work and follow up. About 1 month prior to the Auction, final editing, and select a printing date (about 2 weeks prior to the Auction date). The time commitment may be 3-4 hours a week just prior to printing.

DESCRIPTION: See above.

PowerPoint format (template on Google drive) CONTENT:

- Student artwork images for the cover (and write-ups from the classroom teacher for the cover & honorable mentions)
- Tribute Ads from parents, grandparents, photos of students (shared folder on Google Drive)
- Advertisement for the back cover (usually Michigan Construction), business card ads, ½ page ads, full page ads, DJ ad
- Sponsors - ads or acknowledgement, Tables of 10
- Welcome letter from Head of School
- Order of Events & Checkout procedure
- Silent Auction rules & Live Auction rules
- Menu & kudos to the chef
- Bar menu (if any SPECIAL DRINKS are featured, ticket prices)
- Raffle descriptions, including the special PICK-A-PRIZE items, and ticket prices
- Acknowledgement of the Faculty and staff
- Acknowledgement of the Auction Committee and volunteers
- Live Auction items - descriptions and images, If travel packages are included, a description of the travel package



Request or access documents provided by members of the Auction Committee as information is available. All documents, photos and information should be in the shared folder on Google Drive.

Can coordinate with the Auction Keepsake Catalog volunteer if the position is filled by another individual.

GUIDELINES:

- DRAFT Keepsake Catalog for review by end of February
- EDITS and updates - ongoing until time of printing; Auction Committee will set Deadline Date for incoming materials
- Request quote for printing from Printer. Alphagraphics is the preferred Printer shop, and orders can be uploaded online. Quotes should be obtained prior to sending the Keepsake Catalog to print. Typical price should be about \$15 per copy and we usually order copies for each seat sold at the Auction (100 tickets = 100 copies). Plan 4-8 days for printing to be completed.
- SEND PDF file to printer, no later than 2 weeks prior to the Auction event.
- Only the outside & inside COVER are in COLOR, the rest of the pages are black & white.
- School administration (typically Jason Roder) provides the LOT LIST and prints them at school to be inserted into the Keepsake Catalog. The LOT LIST includes a list all the silent auction items.