



## **Job Description: Live Auction Recorder**

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Section: Benefit Auction Page: 69

**VOLUNTEER POSITION:** Benefit Auction Live Auction Recorder

**TIME COMMITMENT:** One-time, evening of the Benefit Auction (typically between 9-10pm)

**DESCRIPTION:** Documenting winning bids for Live Auction items and reporting results to school administration (typically Jason Roder).

### **GUIDELINES:**

- Typically starts around 9pm the night of the Benefit Auction
- Document winning bidders by paddle number for all Live Auction items as well as the Runner Up (second place), if any, for each item
- Document Special Purpose donors by bidder paddle number
- Provide bidder information to school administration (typically Jason Roder) once the Live Auction ends