



## **Job Description: Section Closers**

Publication: Parent Volunteer Handbook 2025

Section: Benefit Auction Page: 68

### **VOLUNTEER POSITION:** Benefit Auction Section Closers

**TIME COMMITMENT:** 5pm Arrival; stay to end of silent auction (typically around 9pm). Sections will be closed based on the Order of Events determined by the Auction Committee. The Order of Events will be posted around the room and included in the Keepsake Catalog.

**DESCRIPTION:** Pick up all SOLD bid sheets in numerical order (color coded) from the table section at the closing times indicated in the program, bring these sheets to the data entry person in the hall's back office. Leave all UNSOLD bid sheets with the item(s) for the Auction Committee to determine whether a price reduction is needed.

### **GUIDELINES:**

- Stand in front of section just before a section closes, ensure that **NO ONE** adds another bid after closing is announced
- Collect bidder sheets for all SOLD items and give them to the data entry person in the hall's back office
- Supervise runners to take all SOLD items and Certificate Signs for SOLD items to the packaging room – use hall's cart
- Inform designated Auction Committee member of any UNSOLD items.