



CREIGHTON PREP

## **Auction and Centerpiece Tear Down Instructions for Adult Volunteers – Saturday, April 22**

1. You should wear khaki, white or colored pants or shorts (no jeans), a bright colored polo or island print shirt and comfortable shoes. Or, you are welcome to wear any outfit that fits with the theme and is comfortable for your line of volunteer work. Suggested accessories are optional: fedora, suspenders or bow tie.
2. **Please arrive by 7:45 p.m. so that you can get something to eat (volunteer dinner is only served until 8:00 p.m.),** park on the west side of the building and enter through the main Campus Center entrance.
3. Check in inside the Campus Center with Mrs. Kathy O’Keefe where you will receive your name tag and directions.
4. The volunteer appreciation dinner (pasta and breadsticks provided by FLIK Independent School Dining, salad provided by Valentino’s, dessert and beverage) is from 4:30 p.m.-8:00 p.m. in the Campus Center.
5. Volunteers will be provided a bid number if they wish to bid on items. All bidding will be done wirelessly through BidPal directly on your smartphone. Kiosks will be available for those without smartphones. As a volunteer, if you wish to bid on items in the silent auction from your smartphone and don’t receive a text message on Saturday at 12:00 p.m. with the link, please visit the main guest registration table in the Smith Atrium.
6. **Please meet Dr. Jerry Kowal and Ms. Terri Haller in the Mullen Gym lobby at 8:15 p.m. for instructions.** You will be helping break down and package silent auction items after the silent auction tables have closed. This will need to be done as quietly as possible. You will also be transferring items from the lower level Heider Center floor up to the guests who have paid at the bank in the Smith Atrium but do not wish to walk back downstairs. You will also be transferring items that were not picked up by winning bidders to the Carta Hall of Fame Room for storage until Monday. Student volunteers will be helping with this task as well.

Auction categories include: BASH Mart, Religious, Kids, Awesome Assortments, Pamper Yourself, Graduation Station, Home and Garden Décor, Accessories, Entertainment, Sports, Junior Jays and Super Silent

7. Centerpieces are NOT for sale. Once guests have left their tables, you will move the centerpieces to a location as directed that evening by Dawn Neujahr (BASH decorations chair).
8. Please check in with Dr. Jerry Kowal or Ms. Terri Haller before you leave for the night.