



CREIGHTON PREP

Auction and Centerpiece Tear Down Instructions for Adult Volunteers – Saturday, April 21

1. Our suggested attire for attendees is Dressy Casual / A FUN Bow tie, not Black Tie. As a volunteer, you are welcome to wear any outfit that fits with the Bowtie BASH theme and that is comfortable for your line of volunteer work. Please no shorts or jeans. Wear comfortable shoes. A necktie or bow tie is optional.
2. **Please arrive by 7:45 p.m. so that you can get something to eat (volunteer dinner is only served until 8 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 Ms. Kristine Bope 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 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 p.m. with the link, please visit the main guest registration table in the Smith Atrium.
6. **Please meet Dr. Jerry Kowal and Dave Leahy 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, Awesome Assortments, Accessories, Entertainment, Graduation Station, Home and Garden Décor, Junior Jays, Kids, Religious, Sports and Super Silent.

7. Some of the centerpieces are for sale but not all of them so we expect that many will remain on tables after the dinner and auction has ended. Once guests have left their tables, you will move the centerpieces that are still there to the Hall of Fame room unless otherwise directed that evening by Denise Fitzgerald (BASH decorations chair).
8. Please check in with Dr. Jerry Kowal or Dave Leahy before you leave for the night.