Auction Coordinator Training

The purpose of this training document is to provide you with the Gala details and the expectations to successfully support the event. This training material will provide an overview of the auction items and role expectations.

Event Details:
- **Location:** Oak + Hood
- **Address:** 11347 S Macksburg RD Canby, OR 97013
- **Shift:** June 13, 2025, from 2:00 PM to 11:00 PM

Position Overview:
Responsibilities include overseeing the wine toss game and assisting with live auction activities, appeal, and cleanup.

Signing In and Out:
- Volunteers are required to sign in and out on the volunteer signup sheet for credit.
- Completing the entire shift is mandatory; early departure is not permitted.

Reporting Structure:
- Sign-in and sign-out will be handled by Event Coordinator
- Auction and wine toss activities will be directed by the Event Coordinator

Training Requirement:
Volunteer must read both the Gala General Training and the Auction Coordinator Training. Additionally, must attend the Welcome Committee Training scheduled for Thursday, June 05, 2025, starting at 6:30pm.

Schedule:
- 2:00 pm: Arrive on time and sign the volunteer sign-up sheet. Set up wine toss.
- 2:30 pm: Eat pizza.
- 3:00 pm to 3:30 pm: set up live auction baskets.
- 3:30 pm to 5:30 pm: Oversee the wine toss game and encourage guests to play.
- 5:30 pm to 6:00 pm: Put wine toss game away and into event trailer.
- 6:00 pm to 7:30 pm: Prep and perform auction activities.
- 7:35 pm to 8:00 pm: Assist with Appeal.

- 8:10 pm to 9:00 pm: Hand auction baskets to winners. As guests are walking out remind them to take their auction baskets. Offer to take the basket to their vehicle. Also, remind them to check out and make their payments before leaving.
- 9:00 pm to 11:00 pm: Complete cleaning activities. Tear down auction booths (Put tables tablecloths away etc.) After the auction booths are put away help other areas too.

Wine Toss Responsibilities:
- Set up the wine toss game before cocktail hour begins at 3:30 pm. The wine toss game will be set up in the cocktail area. The wine bottles are stored in the wine/water station.
- Provide instructions on how to play with the guests.
- Guests have 3 tries to win a wine bottle.
- Replace wine bottles when a guest wins a bottle.
- After the gala is done, put wine toss game into the event trailer.
- After the gala is done, put extra wine bottles into the wine lead's vehicle.

Wine Toss Layout

Auction Coordinator Guidelines:
- Be approachable - Smile & Be Friendly
- Address auction questions
- Keep your area clean. Throw away any cups or napkins left on the auction tables into the trash.
- Make sure to have all bid winners take their auction baskets home.

Auction Coordinator Role Breakdown:
- **2 Coordinators:** Record all bidding information accurately during the auction.
- **1 Runner:** Delivers completed bidding forms promptly to the Welcome Committee.
- **1 Auction Donation Helper:** Assists guests with completing auction donation forms for any on-the-spot donations made during the event.

Auction Coordinator Responsibilities:

- Assist with live auction setup, such as placing the auction baskets on the live auction tables and placing the auction flyer next to the auction basket. Setup must be complete before 3:30 pm.
- Assist with auction tasks directed by the Event Coordinator.
- After the welcome committee completes the "2025 Auction Winner Label", place the label into the basket.
- Hand auction baskets to auction winners.
- Break down the auction section and place tables and at the rental dirty drop off station.

Appeal Responsibilities:
- Two tables will be assigned to each of the auction coordinators. Must gather donation information using the Appeal Form.

Important Information:
- Drinking is strictly prohibited during the event. Failure to comply will result in the forfeiture of your top credit.
- All vehicles parked on the venue property must be off property by 11:00 pm.
- It's essential that no one leaves early. Please clean your area and then assist each other until all areas are cleaned up. Refer to the list of cleaning duties outlined in the general gala training that every volunteer must contribute to.

Dining Area Layout Overview & Assignments:

The <mark>yellow-highlighted tables</mark> are where the live auction booths will be located.

- Tables 1 & 2 – TBD
- Tables 3 & 4 – TBD
- Tables 5 & 6 – TBD
- Tables 7 & 8 – TBD
- Tables 9 & 10 – TBD
- Tables 11 & 12 – TBD
- Tables 13 & 14 – TBD
- Tables 15 & 16 – TBD
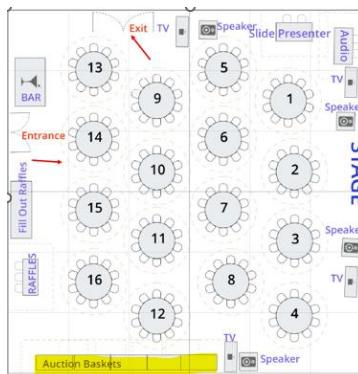
Appeal Form

Appeal

Volunteer Name: _____

Fill out the table below for each guest donating. Ensure to complete the appeal category, bidder number, donation amount, and signature.

Check the appeal category box for the listed guests' donations.
☐ General Operations   ☐ Tuition Aid Program (TAP)
Note: Use ONE appeal form per category.

Bidder #	Check Amounts
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200 ☐$100 ☐$50 ☐Other_____
	☐$10,000 ☐$5,000 ☐$4,000 ☐$3,000 ☐$2,000 ☐$1,000 ☐$500 ☐$400 ☐$300 ☐$200

New Basket Donation Form

Cut along the dotted lines. Guests can fill out the form if they would like to donate an auction basket for the gala.

To donate an item to the auction, please complete this form. Thank you for your support!

Name: _____   **Phone #:** _____   **Basket Title:** _____

Value: $_____   **Description:** _____

Live Auction Form

Live Auction

Volunteer Name_____
Please mark the checkbox next to the basket purchased by the bidder.

Baskets		
☐1. Adventure on the Water	☐2.Dinner for 10 at Sophia's Café	☐3.Save Your Soul
☐4.Car Care Package	☐5.Sourdough Class	☐6. Marquam Hill Ranch Body Therapy
☐7.Meat and Grill	☐8. Abiqua River Cabin- Couples Getaway	☐9. From Dust to Shine
☐10. Couples Escape at Bear Banya	☐11.Taste and Toast	☐12.The Feel Good Fix
☐13. Ultimate Wellness Duo	☐14. Flowers for a Year!	☐15.Getaway with Massages
☐16. World Wide Wine Basket	☐17. Smile Makeover	☐18. Fun in the Sun!
☐19. Sip & Savor at Stoller	☐ 20. Exclusive Private Winery Tour & Tasting	☐21. Head-to-Toe Wellness
☐22. Camp in Comfort	☐23. Blackstone Grill	☐24. Like Father, Like Son
☐25. Oregon Wine Lovers Basket	☐Other:	

Write the Bidder # and the purchase amount.
Bidder #: _____
Purchase Amount: $_____

Auction Winner

Auction Winner

Basket Name:

Bidder #:_____ **Name:**_____ _____