

# Volunteers Needed!

## Dragon Dinner: Training Our Dragons

### March 31, 2017

#### Online Auction Manager:

One individual that will manage the online event two weeks prior to the dinner. Work with Silent Auction Manager to determine which items will be added to the advance online auction and complete the online event March 13-17. Raise some money before the party begins!

#### Auction Check-out Volunteers:

Four to five volunteers are needed to assist the Online Auction Manager with the check-out process at the end of dinner. You do not have to purchase dinner to volunteer for this.

#### Alumni Research and Networking:

At least two adult volunteers are needed to work through our alumni contact list. We need to update our alumni contact list and invite them to our event. Parent alumni addresses needed. This would be a great action item for teachers to help us call alumni!

#### Live Auction Manager:

An adult volunteer is needed to provide assistance to the silent auction manager and to take point on organizing and writing up the live auction items. This position would assist the auctioneer on the day of the event and manage volunteers assisting with the live auction.

#### Set-up Volunteers:

Six to ten volunteers are needed to assist with set-up on the **day of the event**. From decorating to auction set-up, there will be plenty to do! Set-up volunteers will meet with Silent Auction Manager prior to the event. A few members will also assist with the live auction.

#### Games Manager:

An adult volunteer is needed to manage the games on the day of event, and to assist with solicitation of prizes. Heads and Tails will be played. A few additional games will also be organized by this volunteer.

#### Auction Solicitation:

Many volunteers are needed to solicit auction items and prizes. We need one volunteer to take the lead in order to provide a coordinated effort. We do not want to ask the same company to make a donation multiple times. Make sure that donation receipts are readily available to parents.

#### Dragon Cocktail Special Order Glassware:

Order glassware for the special Dragon cocktail. The drink has been selected by the committee. We are calling it the "Dragon Pucker." Store glassware off-site, until day of event. Work with venue staff to arrange delivery and provide accounting of drink specials at the end of the event. Provide a few posters advertising the cocktail special at the bar.

Marketing/Publicity:

An adult volunteer is needed to manage the community publicity for both the event and the online auction.

Not all positions require you to attend committee meetings. Most of the work will be completed outside of meetings. **To volunteer for any of the positions listed**, or any other volunteer effort that you would like to provide, contact:

**[dragondinner@mnmsa.org](mailto:dragondinner@mnmsa.org)**

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Let's have some fun and make some money for MSA.  
Go Dragons!