

Auction Packages Committee Chair

Responsibilities

- Determine packages to be auctioned at Hillcrest Ball.
- Secure all party locations, completing donation procurement forms.
- Create brief descriptions of package for party chairperson(s).
- Recruit party chair person(s) for large parties and perhaps some small parties.
- Determine which parties should have co-chairs.
- Determine how many Hillcrest members should be on each committee.
- Identify who/how many will cook: committee/half/all
- Send around paperwork at September meeting for party committees signup.
- Share information with Ball Chairs, Database Chair, Ball Auction Program Chair, Treasurer, Web Administrator.
- Work with Treasurer to assign monetary values to parties before the ball, and after the ball to populate the year's party list with the buyer(s) and price paid for the party.

Timeline

- May - Meet with Ball Chairs.
- June - Meet with committee to brainstorm ideas, first pass list.
- July - Second meeting with committee to finalize list and venues. May need 3rd meeting.
- August - present final list of parties to Ball Chairs.
- September Meeting - Party location procurement forms must be completed. Final list of parties are announced and committee members sign up. Chair completes planning form.
- October 1st - Party chairs should give their draft of the party description to the Program Chair to be finalized.

Party Types (11-13 total)

- 1 paddle party (80 people)
- 1 possible additional paddle party (80 people)
- 3 cocktail parties (40 people)
- 4 cocktail parties (24 people)
- 4 dinner parties (12 people)
- 1 special package - optional, created by Ball Chairs (if created, is usually the 1st item auctioned).

General Guidelines

- Try to spread the parties throughout the calendar year.
 - Easier for Hillcrest members to cook and staff the parties.
 - Summer months may be difficult to staff as many Hillcrest members travel.
 - Paddle parties should ideally be spaced apart (i.e. one in the spring, one in the fall).
- First party should be no earlier than March, although February is doable.
- Last party should be no later than November as it starts to get very busy with ball duties.
- Parties from previous years may be repeated, as there will be different buyers and chairs. Review the binder of past Hillcrest auction programs.

- Design party themes that match the season in which the event will be held. Parties may also be coordinated with/reflect the ball theme, but it is not necessary.
- Consider some activity type parties (i.e. golf, tennis, ski, etc.).
- One party should be generic for the buyer to assign to a special event like a retirement/ birthday/etc.