

Introducing the



Saturday, February 17, 2018

Why Kaleidoscope?



In the late 60's and throughout the 70's, R-K hosted a Kaleidoscope Festival each year that highlighted the talent and aspirations of our young women through the arts. It was a favorite among many of our alumnae and brought up a sense of nostalgia when an idea for an auction was presented.

Rosati-Kain is truly a Kaleidoscope of many cultures and backgrounds and that is what makes us GREAT!

This auction celebrates our diversity in all things. Blended together we are beautiful, strong and can do it all!

kaleidoscope: *A constantly changing pattern or sequence of elements.*

"What could match the vibrant kaleidoscope of students that is Rosati-Kain?"

How can you help?

There are many opportunities available to be a part of the auction team before, during and after the event.

Please look over the sheet with a list of volunteer jobs and pick one (or two or three) that best fits your personality.

We want a great atmosphere of FUN and FRIENDSHIP above everything else. When we achieve that, the rest is easy!

rkauction@rosati-kain.org

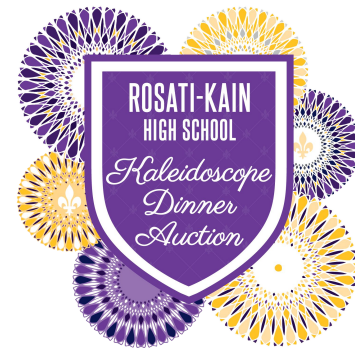
1

Procurement Committee

The best auctions have the best items! As part of the Procurement Committee you will be tasked with helping to come up with just the right items to make our evening successful! What does that involve?

- Being a personal shopper for the auction and finding the best price to buy!
- Finding six families to host a gift gathering party this summer.
- Entering items in a database.

Please note: our goal is to have only 100 quality silent auction packages.

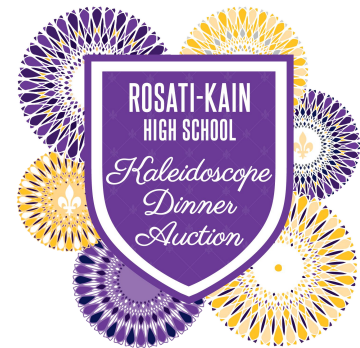


2

Staging Committee

We have the best items around...now what? To get the most for our money we need to showcase them in the best possible light. How does the staging committee do that?

- We are utilizing our bleachers to place items. The bleachers against the cafeteria wall side will need to be covered in black fabric so attention to the item is the highlight.
- FLUFF...FLUFF...and FLUFF! Many items will be stand alone, or will not need to be placed in a basket.
- Do you need just one more thing to make a package complete? Notify the procurement team and they will deliver the goods.

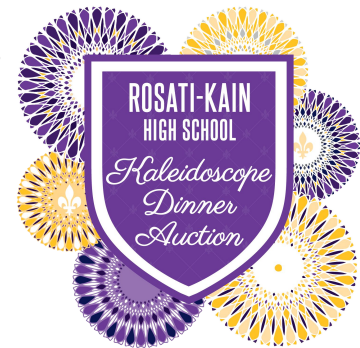


3

Decorating Committee

Do you have a flair for attention to detail? Then this is the committee for you! We will be utilizing an outside company for lighting and that will be most of our decorating (That's a relief). So what do you do?

- Tables will be delivered on the Thursday before the auction. They will need to be set up and covered following the CAD drawing of the gym and paying attention to reservations so the correct number of seats, etc are at each table.
- Create centerpieces that coordinate with our theme.
- Other areas to decorate: gym bathrooms, gym entrance, first floor outside lobby, arcade hallway.



4

Advertising Committee

We can't do what we do if you didn't do what you do! Money raised from ads and sponsors help pay for expenses of the evening including printing and our online auction system, Gesture. So what will you be doing?

- Selling ads and sponsorships.
- Collecting all artwork for ads and put in one PDF to be sent to Lisa Mitchell when complete.
- Coordinating student ad competition, with prize for top selling students.

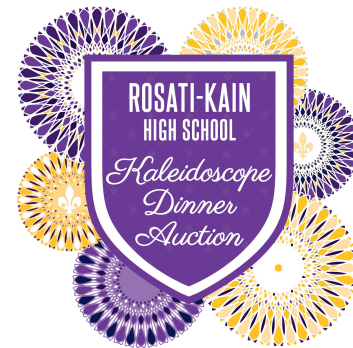


5

Rock the House of Cards Committee

Our Procurement Team will be working hard to get items in and here is where you can help! Organize with other parent volunteers our 'Rock the House of Cards' Student Project. Ask each student to contribute at least one gift card (minimum \$15 please). Volunteers will work with list of preferred gift cards and help track what cards have come in and what we still need.

- Work with Procurement Team. Some cards will go to help build a basket, some will go to purchase that much needed item.
- Work with Nika Cafazza, Advancement Services Manager, to see what cards have been donated for this cause.
- Come up with a prize for advisory with highest participation and class with highest participation.

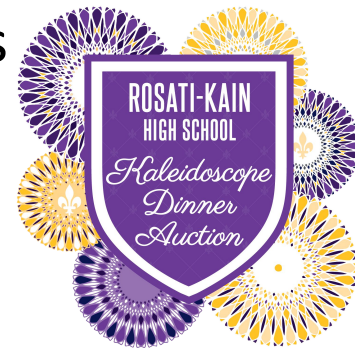


6

Live Auction Committee

Going once, going twice, sold for \$5,000! That is what we want to hear over and over again and we need your help! We would like no more than 15 Live Auction items. What can you do?

- Assist the Procurement Team in acquiring those one-of-a-kind Live Items.
- Enter Live Items in Database.
- Make a PowerPoint of Live Items for the night of the auction.
- Display Live items on stage for the auction.
- Collect all Live Items that are certificates or gift cards and place in envelopes with an item # on each.
Deliver to Silent Auction Committee to hand out.



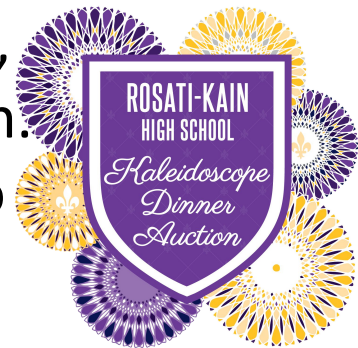
7

Silent Auction Committee

We have the items, they are staged and now it's your turn. We need your help the night of the auction to monitor the silent auction items and hand them to the new owners at the end of the auction.

Each guest should present their phone to you that shows a PAID receipt for the auction items. All you have to do is verify it is paid and hand over the item. Easy Peasy! We also need you to:

- Collect all Silent Items that are gift cards, certificates, etc & place them in envelopes with an Item # on each. Two people are needed to hand out the envelopes to the winning bidder at the end of the evening.



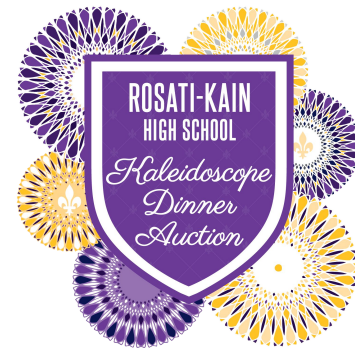
8

Student Volunteer Committee

Our students are our best ASSETS! With their help, we can further our mission! We will need about 50-100 students the night of. These students will be handling the following tasks:

- welcoming guests as they enter
- coat check
- serving and bussing tables (one table per 2 girls)
- build excitement during Fund-a-need

We will need several parents to help train and monitor students.

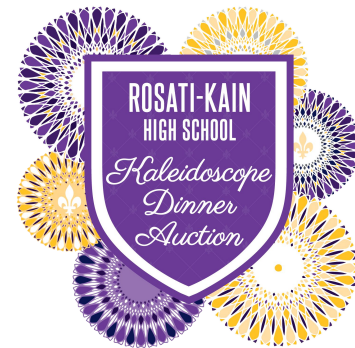


9

Clean Up Committee

I know...this doesn't sound like the most glorious task but it is one of the most important. R-K has a reputation of being the best kept facilities of ANY school and we want to keep it that way. So how can you help?

- taking out trash throughout the night
- clean up tables after auction
- put all rented linens in bags
- stack all tables and chairs
- more tasks may follow

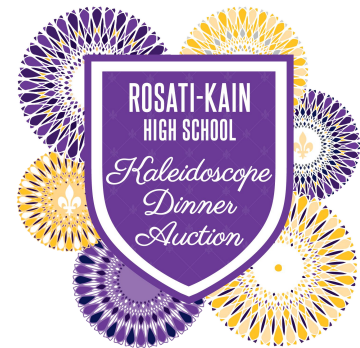


10

Bar Committee

Good food and good drinks make an auction GREAT! We need your help with our three bars the night of the auction. Here's what you need to know:

- We will need 2 bartenders per bar. We will have a total of three bars. One bar will close after appetizers.
- Clean up bars after auctions.

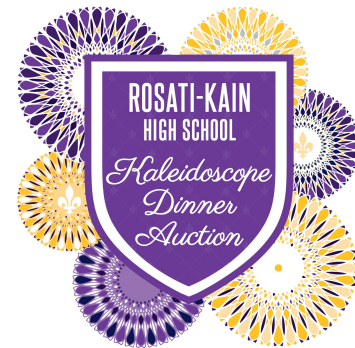


11

Registration/Check in

You are the first face of this fabulous evening! In the words of Mr. York..."Smiles everyone...Smiles!"

As guests enter, you will welcome them, hand them their auction book and bidder number. Please check them off our list and direct them to a Gesture representative who will then register them for the silent auction. It is very important that each guest checks in that night with Gesture to make sure we have a credit card on file. This makes check out so easy...no long lines!

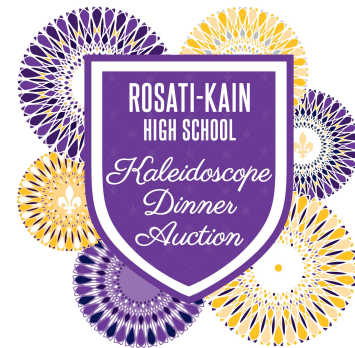


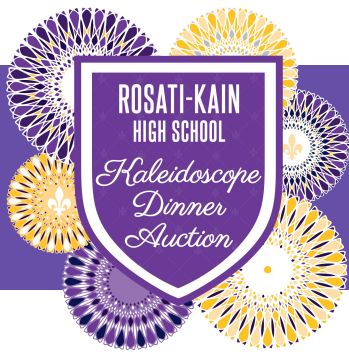
12

Grab Bag Committee

Who doesn't love walking away from an auction with a bag full of goodies? These aren't your ordinary Grab Bags. We are working with Sportsprint to secure a great R-K cooler or bag to hold a variety of items. We need your help in filling these bags and working the Grab Bag section the night of. First-come, First-Serve. We promise these bags will sell out FAST!

- You will be working with the Procurement Team to collect the random gift cards that just need a home.
- Bags will also be filled with items donated by different companies: can cooler, hat, etc.



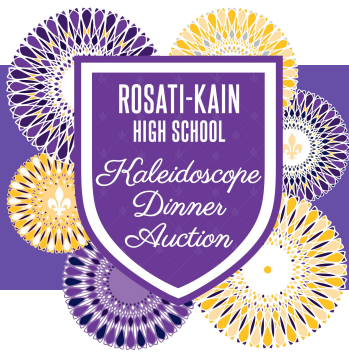


Our Auctioneer

Dan Buck, - CEO Buck Innovation Group

Dan established Buck Innovation Group in 2015, following 18 years in broadcasting and 12+ years in nonprofit leadership. In addition, Dan is also the proud parent of R-K alumnae Katie Buck '12. He has helped countless organizations raise much needed funds during their auction!

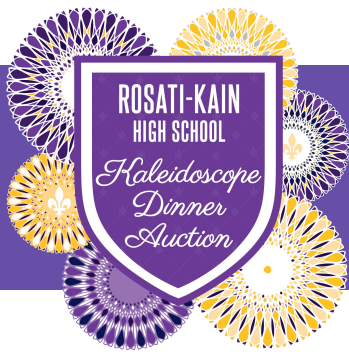




Online Bidding!

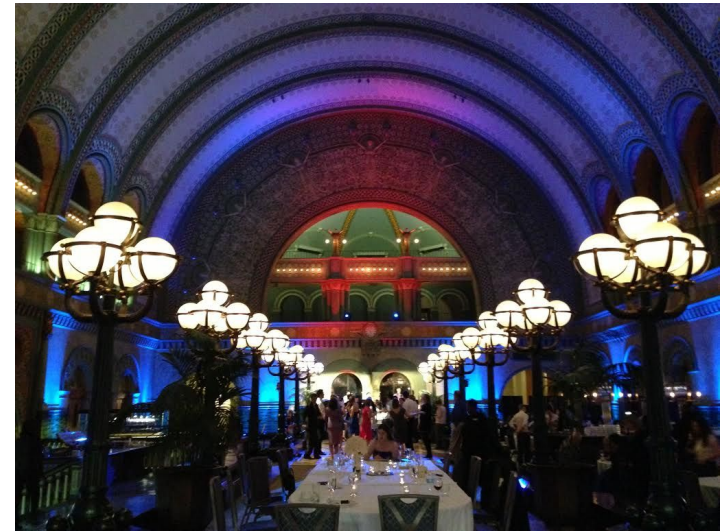
R-K will be utilizing Gesture as our Online Bidding Company. What does this mean?

- No bank is needed, everything is paid through your credit card which is swiped at the beginning of the night.
- No check-out is needed. Simply click 'Pay' on your mobile device and show your PAID receipt on your phone to R-K volunteers to pick up your items.
- This is a text-based service. Simply follow the text message link to the site and start your bidding!
- Easy to view, user friendly screen makes bidding a snap!
- Gesture representatives will be available to assist those without a Smartphone in bidding!



TSV Sound & Vision

TSV Sound & Vision will transform our gym into a beautiful Kaleidoscope of colors and shapes...all with lights! They will set up on Friday at 11:00 am and strike down after the auction. No need to decorate with balloons or crepe paper. Our Kaleidoscope Dinner Auction will impress every guest as they enter!



Thank You!

Thank you for considering volunteering for this magical evening that will raise funds necessary to continue the mission of Rosati-Kain!

This will be a wonderful evening to celebrate all things R-K, honoring our past and looking forward to the future!

