



St. Stephen the Martyr
CATHOLIC CHURCH
Encounter, Know, Proclaim

Dinner and Auction Roles and Responsibilities

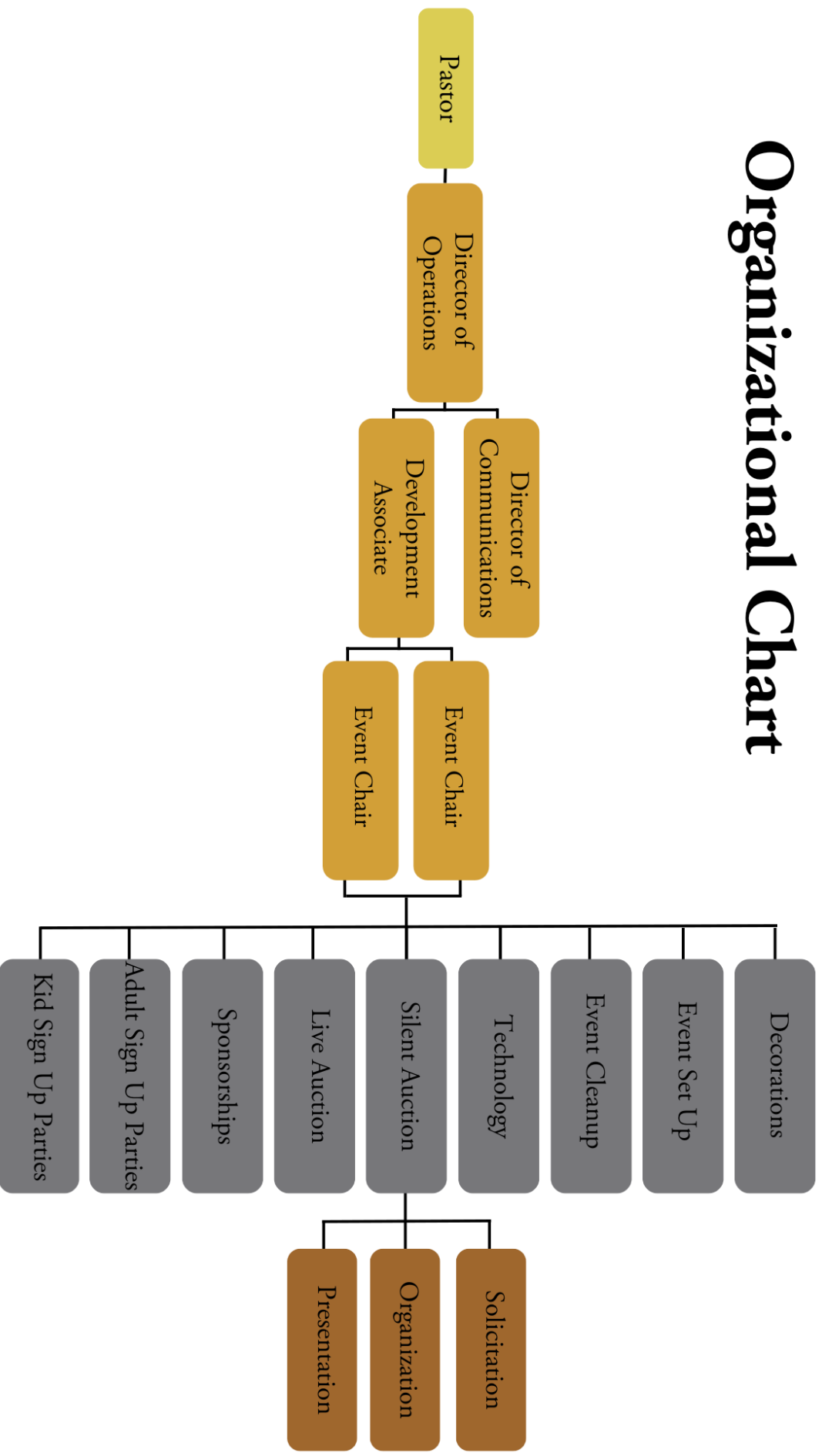
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Dinner and Auction

Organizational Chart



St. Stephen Staff

Role Summary: The Development/Event Staff member is responsible for overseeing the comprehensive planning and execution of the **St. Stephen Dinner & Auction**, working closely with the Event Chairs, committees, and parish staff. This individual will manage event logistics, vendor coordination, financial tracking, and communications to ensure the event's success. They are the central point of contact for data management, coordination, and the smooth flow of operations from initial planning through post-event wrap-up.

Key Responsibilities

- **Event Oversight & Coordination**
 - Oversee the entire event, working closely with the Dinner & Auction Event Chairs and committees.
 - Work with Event Chairs to identify and recruit two couples to serve as Event Chairs.
 - Meet regularly with Event Chairs to track progress and resolve challenges.
 - Collaborate with Event Chairs and committees to create a comprehensive event timeline/script, ensuring all milestones are met (e.g., ticket sales, pre-event bidding, event setup, and cleanup).
 - Work with committees to create all necessary Google Sheets for organizing event-related information.
- **Bidpal & Technology Management**
 - Manage data entry and ensure that all event-related information is entered accurately into Bidpal or other auction software.
 - Oversee Table and Ticket sales through Bidpal.
 - Work with appropriate committees to obtain information (auction items, guest lists, etc.) for input into Bidpal.
 - Process Payments, handle table assignments, and assist with the pre-event bidding setup.
 - Support post-event reporting and ensure proper tracking of event financials and donor details.
- **Communications & Donor Relations**
 - Send “thank you” notes for all donated items, ensuring proper acknowledgment of all contributors.
 - Work with the Event Chairs to create and send Sponsor/Donor letters.
 - Collaborate with the Communications team to ensure the event's message reaches all parish demographics via Flocknote, social media, newsletters, and the website
- **Event Logistics & Vendor Coordination**
 - Collaborate with Event Chairs to secure all necessary vendors for the event (e.g., caterer, emcee, auctioneer, rentals).
 - Work with Event Chairs to secure a security officer and, if needed, obtain a liquor license for the event.
 - Ensure the event venue logistics are set, including floor plan coordination, catering requirements, and other rental services.
- **Financial Oversight & Budgeting**
 - Provide guidance to Event Chairs and committees in creating committee budgets and ensuring they are adhered to.
 - Track sponsorship levels, auction item procurement, and ticket sales in coordination with Event Chairs.

- Collaborate with the Development team and Finance Council to determine and execute Fund-a-Need items and sponsorship strategies
- **Pre-Event & Day-of Management**
 - Ensure the event timeline is followed on the event day and that all major activities (e.g., live auction, silent auction close, meal service) run smoothly.
 - Oversee on-site setup and vendor coordination to ensure everything is ready for the event.
 - Serve as the primary point of contact for event vendors, staff, volunteers, and guests during the event.
 - Support Event Chairs and committees in resolving any issues that arise before or during the event.
- **Post-Event Wrap-Up**
 - Lead post-event debrief with Event Chairs and committee leads to identify successes and areas for improvement.
 - Ensure thank-yous are sent to donors, volunteers, sponsors, and all involved parties.
 - Provide comprehensive event reports, including financial summaries and key learnings for future events.
 - Archive all event materials and ensure documentation is prepared for the next year's planning.

Event Chairs

Role Summary: Event Chairs serve as the lead organizers for the entire **Dinner & Auction** event. They oversee all aspects of planning, coordination, and execution—working closely with the St. Stephen staff, committee chairs, volunteers, vendors, and venue contacts. Event Chairs ensure a smooth, successful, and mission-centered event experience from early planning through post-event wrap-up. They act as the central point of communication and decision-making for the event.

Time Commitment

2-Year Term Commitment

June through February (Annually) | Estimated 50–70 hours total

(Increased activity between September–February, especially during the event month)

Responsibilities

- Planning and Coordination
 - Set the overall planning schedule and event timeline
 - Coordinate and lead planning meetings with committee leads
 - Ensure each committee (e.g., silent auction, live auction, decorations, communications) is supported and on track
 - Work with St. Stephen staff to create all necessary planning documents, including shared Google Sheets
- Communication and Oversight
 - Act as the primary liaison between committee chairs and St. Stephen staff
 - Recruit committee chairs and assist them in securing volunteers as needed
 - Maintain regular communication with all committee leads to align planning and logistics
 - Serve as the key point of contact for questions or challenges during planning and execution
- Logistics & Decision-Making
 - Provide leadership in decision-making for:
 - Sponsorship levels
 - Fund-a-Need item(s) (with input from the Development Committee and Finance Council)
 - Event themes and special activities
 - Sponsor/donor letters and communication materials
 - Approve major event decisions in collaboration with staff and parish leadership
 - Help maintain and develop a donor and sponsor contact list
 - Ensure that outreach efforts are not duplicated across committees
 - Oversee logistical planning with staff:
 - Catering, rentals, EMCEE, auctioneer, venue setup
 - Budget adherence and coordination with finance/bookkeeping
 - Volunteer sign-up needs (e.g., using Sign Up Genius)
- Event Week & Day of Leadership
 - Oversee on-site setup in collaboration with staff and committee chairs
 - Support and direct volunteers and vendors as needed
 - Ensure the event runs on schedule and transitions between components (e.g., auction close, dinner service) are seamless

- Representing the event publicly—greeting guests, thanking sponsors, and supporting speakers
- Post-Event Wrap-Up
 - Send thank-you notes to committee chairs, donors, and key volunteers
 - Lead the post-event debrief and complete a year-end committee report
 - Help identify and mentor the next year's Event Chairs
 - Support staff with post-event communication and documentation

Sponsorships

Role Summary: The Sponsorship Committee plays a crucial role in securing funding and in-kind donations to ensure the success of the St. Stephen Dinner & Auction. Working closely with the Event Chairs, Director of Operations, and Development Associate, the committee will focus on recruiting sponsors, contacting local businesses for cash donations, underwriting event expenses, procuring large auction items, and ensuring sponsor recognition. The committee's work directly supports the event's financial goals, helping to create a memorable experience for guests while raising funds for the parish.

Time Commitment

June through February (with peak activity from September to the event date in February)

Estimated Hours: 5–10 hours per month leading up to the event

Responsibilities

- Sponsorship Procurement & Outreach
 - Create a small committee (5-8 members) to assist with sponsorship outreach.
 - Contact local businesses to solicit cash donations that will be used to underwrite specific Dinner & Auction expenses or procure large auction items.
 - Work with Event Chairs and the Director of Operations to identify potential sponsors and businesses to approach financial support.
 - Ensure sponsorship opportunities are communicated clearly and efficiently to potential sponsors.
 - Track sponsorship progress and create a running Google Sheets document, shared with Event Chairs and St. Stephen staff, that logs businesses contacted, donations secured, and next steps.
 - Assign businesses to committee members to contact and follow up with them to ensure timely responses.
- Sponsor Recognition and Engagement
 - Work with the Communications team to ensure sponsors are properly recognized on event materials, including programs, signage, websites, and other promotional assets.
 - Collaborate with the Event Chairs and the Development Associate to ensure that all sponsors receive their benefits, such as tickets, visibility, and acknowledgment at the event.
 - Follow up on any outstanding sponsorships, ensuring that sponsors who have pledged are officially recognized and honored.
 - Send thank-you notes to sponsors post-event to show appreciation for their contributions.
- Collaboration with Committees
 - Coordinate with the Silent/Live Auction Committees to ensure no businesses are being approached for both monetary and in-kind donations, avoiding duplication of efforts.
 - Collaborate with the Event Chairs to create a comprehensive timeline and list of business outreach efforts.
 - Attend committee meetings and the volunteer Kick-off meeting to stay aligned with event planning and objectives.
 - Assist in creating sponsorship packages that outline various levels of contribution and benefits for potential sponsors.

- Data Management & Reporting
 - Work closely with the Development Associate to confirm all donations (monetary and in-kind) and ensure they are accurately entered into event tracking systems (e.g., Bidpal).
 - Regularly update the Google Sheets document that tracks sponsorships and donations, and share with Event Chairs and St. Stephen staff.
 - Provide the Development Associate with a list of businesses that have donated, as well as individuals who have contributed to the committee's efforts.
 - Following the Dinner & Auction, complete your committee year-end report and attend the follow-up meeting with Event Chairs and staff.
- Event Day & Post-Event Engagement
 - On event day, ensure that sponsors receive the promised benefits and are recognized appropriately.
 - Help manage vendor relationships on-site and assist with any last-minute needs or troubleshooting.
 - After the event, assist in the thank-you process, ensuring sponsors, volunteers, and donors receive acknowledgment for their contributions.

Silent Auction Chair

Role Summary: The Chair of the Silent Auction Committee is responsible for overseeing the planning, organization, and execution of the silent auction at the St. Stephen Dinner & Auction. This role involves managing three subcommittees—Solicitation, Organization, and Display—and ensuring that all auction activities are executed smoothly and effectively. The Head will work closely with the Event Chairs, Development Associate, and other key stakeholders to ensure the success of the silent auction in alignment with the event’s overall goals. This role is central to raising vital funds for the parish and creating an engaging experience for event attendees.

Time Commitment

Commitment Period: June through February (*with peak activity from September through the event in February*)

Estimated Hours: 10–15 hours per month leading up to the event

Responsibilities

- Committee Leadership & Oversight
 - Attend the volunteer kick-off meeting to get introduced to the event and start the planning process.
 - Lead and manage the Silent Auction Committee, including recruiting and overseeing the efforts of the three subcommittees:
 - Solicitation: Secure donations from local businesses and individuals.
 - Organization: Ensure all auction items are cataloged, logged, and organized for event day.
 - Display: Oversee the physical presentation of the auction items at the event.
 - Regularly meet with Event Chairs to align auction plans with overall event goals and timelines.
 - Ensure that all subcommittees are on track, providing support, guidance, and direction as needed.
 - Track progress and report on the status of the silent auction to Event Chairs and the Development Associate.
- Item Procurement & Management
 - Find and recruit 5-8 committee members to help solicit appropriate auction items, ensuring a variety of items for the silent auction while maintaining a target of roughly 150 items.
 - Work closely with the Solicitation Subcommittee to ensure a diverse and valuable selection of items, from services to physical products.
 - Work with the Organization Subcommittee to ensure that all items are properly logged and tracked in advance of the event.
 - Collaborate with the Display Subcommittee to organize the auction items attractively for the event.
 - Provide the Development Associate with an updated list of anyone who donated to or worked on your committee
- Auction Setup & Event Day Operations
 - Oversee the setup of the silent auction area, ensuring items are clearly displayed, organized, and well-labeled.
 - Ensure the auction space is aesthetically pleasing and easy for guests to navigate.
 - Coordinate with volunteers to set up bid sheets and ensure they are clearly visible and legible.

- Ensure the Bidpal or other auction platform is set up correctly, making sure guests can easily place bids.
 - Be present on event day to manage the silent auction, troubleshoot any issues, and ensure that everything runs smoothly.
- Post-Event Wrap-Up
 - Send thank-you's to committee members, donors, and anyone who helped with the auction after the event.
 - Ensure that all winning bidders are notified and receive their auction items.
 - Complete a year-end report summarizing the committee's performance, successes, and areas for improvement.
 - Participate in the Dinner & Auction follow-up meeting to review the event and provide feedback for next year's planning.
- Subcommittee Oversight
 - Oversee and provide direction to the three subcommittees:
 - Solicitation Subcommittee: Responsible for reaching out to businesses and individuals to secure donations.
 - Organization Subcommittee: Manages the cataloging, tracking, and organizing of auction items.
 - Display Subcommittee: Responsible for the physical setup of auction items, signage, and ensuring a visually appealing presentation on event day.
- Communication & Collaboration
 - Maintain clear and consistent communication with all subcommittee chairs to ensure that all tasks are completed on time.
 - Work closely with Event Chairs and Development Associate to integrate the silent auction with the overall event timeline.
 - Provide updates and progress reports on auction-related activities to the event leadership team.

Silent Auction Sub-Committees

Solicitation sub-committee

- Requests
 - **Role Summary:** Help secure silent auction items by submitting donation requests and reaching out to past donors using pre-made contact lists.
 - Time Commitment
 - August through December, approximately 20 hours
 - Responsibilities
 - Fill out online company/vendor donation requests using the provided lists
 - Reach out to previous individual donors using the provided lists
 - Create a new list of vendors or companies to reach out to (making sure not to cross over with companies that have been contacted for sponsorships)
- Pick-up
 - **Role Summary:** Support logistics by picking up donated items and ensuring everything is tracked and recorded properly.
 - Time Commitment
 - September through January, 20 hours
 - Responsibilities
 - Pick up donations when necessary and fill out a paper “donation form” for each item
 - Fill out solicitation tab on the google sheet as items come in

Organization sub-committee

- Packaging
 - **Role Summary:** Use your creativity to group individual items into appealing auction packages and make sure everything is documented.
 - Time Commitment
 - November through February, 20 hours
- Responsibilities
 - Create item packages (items that go together as 1 auction item) where necessary using items from the solicitation tab and add created packages to silent auction tab (stand alone items can be copied over)
 - Communicate with head of silent auction about additional items needed to complete packages or items that need to be added to the wish list
- Presentation
 - **Role Summary:** Design and present silent auction items attractively both online and at the event using photos, descriptions, and display materials.
 - Time Commitment
 - November through January, 20 hours
 - Responsibilities
 - Use the silent auction tab to manage item presentation
 - Find stock images or photograph real items
 - Purchase fillers or presentation materials as needed
 - Write engaging descriptions for each item/package
 - Create branded display sheets for certificates and packages, following the communications committee’s overall graphic theme

Display sub-committee

- Week of display
 - **Role Summary:** Help stage and set up the silent auction space to create a polished and welcoming environment for guests.
 - Time Commitment
 - February, 10 hours
 - Responsibilities
 - Work with event chairs to finalize layout of the silent auction room
 - Set up auction displays the day prior to the event
 - Coordinate with the decorations committee to ensure a cohesive look and feel

Live Auction

Role Summary: The Live Auction Committee is responsible for overseeing the procurement of high-value items or experiences for the St. Stephen Dinner & Auction's Live Auction. This committee, consisting of two volunteers, plays a key role in securing premium items and ensuring the smooth operation of the live auction. These Co-Chairs work closely with the Event Chairs, Development Associate, and other event committees to ensure the live auction is successful and exciting.

Time Commitment:

Commitment Period: August through February

Estimated Hours: 30–40 hours (shared between both Co-Chairs and increased hours leading up to the event)

Responsibilities:

- Item Procurement
 - Solicit High-Value Items: Together, the Co-Chairs will work to secure 8-10 high-value auction items or experiences such as luxury items, vacations, or exclusive experiences.
 - Outreach to Donors: Use past donor lists, business connections, and brainstorming to identify potential donors and businesses to approach for these premium items and for underwriting.
 - Update Tracking: Maintain a shared Google Sheet or other tracking tool that documents each item, including item descriptions, donor information, and redemption instructions.
- Coordination & Collaboration
 - Work with Event Chairs & Development Associate: Regularly meet with Event Chairs and Development Associate to discuss strategy, track progress, and ensure that the Live Auction items align with the event's goals.
 - Coordinate with Other Committees: Collaborate with the Sponsorship Committee and Silent Auction Committee to avoid overlap in donations and ensure a well-rounded set of auction items.
 - Confirm Donated Items: Work with the Development Associate to confirm that items have been received and are properly documented.
 - Act as a liaison between donors and event chairs/development office.
- Logistics & Operations
 - Prepare for Event Night: Ensure all items are ready for display on event night. Provide descriptions and any required paperwork to the event team.
 - Tracking & Documentation: Keep accurate records of all solicited donations and track the status of each item throughout the procurement process.
 - Post-Event Follow-Up: After the event, follow up with the Development Associate to ensure all winning bids are collected, and thank donors for their contributions.
- Thank You's & Acknowledgment:
 - Express Gratitude: Send thank you notes to committee members, donors, and anyone involved in securing or supporting the live auction.
 - Provide Donor Recognition: Provide the Development Associate with a list of contributors for acknowledgment and thank-you letters.

- Post-Event:
 - Coordinate any needed details between donors and item winners
 - Complete Year-End Report: After the event, summarize the Live Auction's success, noting what worked well and areas for improvement.
 - Attend Follow-Up Meeting(as needed): Participate in the Dinner & Auction follow-up meeting to discuss the overall event and provide feedback for future planning.

Kid Sign Up Parties

Role Summary: The Kids Sign-Up Party Committee Volunteer plays a vital role in coordinating and supporting the Kids Sign-Up Parties for the St. Stephen Dinner & Auction. This event involves organizing themed parties for children of different ages and grade levels, allowing kids to sign up for exclusive experiences, fostering community engagement, and raising funds for the event. The volunteer will work closely with the committee to ensure smooth coordination, manage party sign-ups, and assist in executing the event successfully.

Time Commitment:

Commitment Period: October through February

Estimated Hours: 15–20 hours, with peak activity leading up to the event

Responsibilities:

- Event Planning & Coordination
 - Assist with Planning: Work with the Event Chairs and the Development Associate to identify and recruit individuals to host and donate age-specific themed parties for children in the parish.
 - Work with Other Committees: Collaborate with the Adult Sign-Up Party Committee to ensure that party hosts are not approached by both committees for donations and to avoid overlaps in party themes or participants.
- Volunteer Coordination
 - *(Optional)* Recruit Committee Members: Help recruit 5-8 committee members who will be responsible for reaching out to families in each grade level to secure party hosts and donations.
 - Attend Meetings: Participate in regular meetings with the committee, Event Chairs, and Development Associate to ensure alignment and track progress.
- Party Management & Sign-Up Process
 - Organize Party Details: Assist with maintaining a detailed Google Sheets document that includes key information for each kids' party:
 - *Who is hosting, Who the party is for (gender, age), When the party is scheduled, What kind of party it is (theme, activities), How many children can attend, Etc.*
 - Manage Sign-Up Information: Ensure the sign-up process is efficient by coordinating details with Event Chairs and Development Associate, ensuring accurate information is available for all participants.
- Communication & Promotion:
 - Promote Sign-Up Parties: Assist in promoting the Kids Sign-Up Parties within the parish to ensure maximum participation and excitement.
 - Send Thank-You Notes: After the event, send thank-you notes or acknowledgment emails to the volunteers, donors, and hosts who helped make the Kids Sign-Up Party a success.
- Post-Event Follow-Up
 - Post-Event Report: After the Dinner & Auction, participate in the post-event debrief and provide feedback or suggestions for future events.

Adult Sign Up Parties

Role Summary: The Adult Sign-Up Party Committee Volunteer is responsible for coordinating and organizing adult-themed parties as part of the St. Stephen Dinner & Auction, held on February 14. This volunteer works with the Event Chairs and Development Associate to identify hosts, secure donations, and promote a variety of themed adult parties for parish members. These parties serve as exciting social gatherings that not only build community spirit but also help raise funds for the event.

Time Commitment

Commitment Period: October through February

Estimated Hours: 15–20 hours, with peak activity in the weeks before the event

Responsibilities

- Event Planning & Coordination:
 - Assist with Party Coordination: Work with Event Chairs and the Development Associate to identify and recruit hosts for adult-themed parties (e.g., dinner parties, wine tastings, cocktail parties, etc.).
 - Collaborate with Other Committees: Coordinate with the Kids Sign-Up Party Committee to ensure no overlap of hosts or party themes between the two groups.
 - Identify Party Hosts: Reach out to parish members, adult volunteers, and community members to secure party hosts and donations for adult-themed experiences.
- Volunteer Coordination
 - *(Optional)* Recruit Committee Members: Help recruit a team of 5-8 committee members to help find hosts and plan adult parties, ensuring all necessary details are covered.
 - Attend Meetings: Participate in regular meetings with the committee, Event Chairs, and the Development Associate to review progress, clarify responsibilities, and troubleshoot as needed.
- Party Management & Sign-Up Process:
 - Track Party Details: Maintain an organized Google Sheet that includes key information for each adult party:
 - *Host(s), Date and time of party, Party theme or activity (e.g., wine tasting, dinner party, etc.), Maximum number of attendees, etc.*
 - Ensure Clarity: Ensure all event details are correctly documented and communicated to Event Chairs, Development Associate, and volunteers.
- Communication & Promotion:
 - Promote Sign-Up Parties: Assist in promoting the Adult Sign-Up Parties to the parish community via appropriate channels (email, social media, event newsletters, etc.) to generate interest and sign-ups.
 - Manage Sign-Ups: Help facilitate the sign-up process for participants and ensure the event's registration runs smoothly
- Post-Event Follow-Up
- Send Thank-You Notes: After the Dinner & Auction, send thank-you notes to the hosts, donors, and participants who contributed to making the Adult Sign-Up Parties a success.

Decorations

Role Summary: The Decoration Committee Volunteer is responsible for designing and executing a cohesive, themed décor plan for the St. Stephen Dinner & Auction. Working closely with the Event Chairs and Development Associate, this volunteer helps create an inviting and elegant atmosphere across campus—enhancing the event experience for all guests. This role involves both creative and logistical tasks, from designing centerpieces to coordinating volunteers and ensuring all decorations are properly managed before, during, and after the event.

Time Commitment

Commitment Period: November-February

Estimated Hours: 20–30 hours total, with peak activity leading up to and during event setup and teardown

Responsibilities

- Event Design & Planning
 - Work with Event Chairs to develop and execute a decoration plan that aligns with the event's theme
 - Create centerpieces and table numbers for each table
 - Coordinate pipe and drape needs (if applicable) with Event Chairs and Dinner & Auction Staff
 - Collaborate with the Food & Drink Committee to confirm whether the caterer will provide linens, napkins, and other tableware items
- Volunteer Coordination
 - Recruit 5–8 committee members to help design, source, and implement the décor plan
 - Attend the volunteer Kick-Off Meeting
 - Participate in meetings with the Committee, Event Chairs, and Development Associate
 - Coordinate with the Event Set-Up team to secure additional volunteers as needed
 - Provide the Development Associate with a final list of committee members
 - Send thank-you notes to committee members following the event
- Decor Logistics & Execution
 - Source or secure decorations while remaining within budget
 - Work with the Development Associate to purchase any needed materials or supplies
 - Coordinate with the Cleanup Committee to ensure all decorations are returned to storage or returned to lenders
 - Work with the Event Chairs/ Development Associate to create Signup Genius for volunteer needs
- Post-Event Responsibilities
 - Attend the Dinner & Auction follow-up meeting
 - Submit a committee year-end report with suggestions or notes for future reference

Event Set Up

Role Summary: The Event Set-Up Committee Volunteer is responsible for preparing the campus by coordinating and executing all physical set-up tasks. Working closely with the Event Chairs, Dinner & Auction Staff, and other committees, this role ensures the venue is fully transformed and guest-ready. From tables and chairs to staging and signage, this committee helps bring the event vision to life through hands-on support and thoughtful organization.

Time Commitment

Commitment Period: 1–2 weeks leading up to the event, with peak responsibilities the day before and the day of the event

Estimated Hours: 10–15 hours total

Responsibilities

- Event Planning & Coordination
 - Attend the Volunteer Kick-Off Meeting
 - Meet with the Set-Up Committee, Event Chairs, and Development Associate to understand event needs
 - Recruit 3–5 committee members to assist with planning and executing the setup plan
 - Work with the Event Chairs and Dinner & Auction Staff to identify and secure the following event elements: Tables, Chairs, Stage, Miscellaneous needs (e.g., signage, lighting, podiums, etc.)
- Physical Set-Up Execution
 - Assist with the layout and arrangement of the event space according to the event floor plan
 - Collaborate with the Decoration Committee to place key visual elements once the foundational setup is complete
 - Ensure that all areas (dining, auction, stage, entry, bar, etc.) are ready and accessible for guests
- Volunteer Coordination
 - Coordinate with the Event Chairs/Development Associate to create and share any Signup Genius forms for additional set-up volunteers
 - Provide the Development Associate with a final list of all committee members who contributed
 - Send thank-you notes to those who supported the set-up efforts
- Post-Event Follow-Up
 - Attend the Dinner & Auction follow-up meeting, as needed.
 - Complete and submit a brief committee year-end report summarizing your team's process, needs, and suggestions for the future

Technology

Role Summary: The Tech Committee Volunteer is responsible for supporting and executing the technical operations of the St. Stephen Dinner & Auction. This includes managing A/V needs, coordinating check-in and check-out technology, and ensuring all digital presentations and communications run smoothly. Working in collaboration with the Event Chairs, Dinner & Auction Staff, and other committees, this role ensures that the evening's program is supported by seamless and reliable tech—from the moment guests arrive to the final checkout.

Time Commitment

Commitment Period: 2–4 weeks before the event through event night

Estimated Hours: 10–15 hours total, with critical involvement during event setup and the night of the event

Responsibilities

- Planning & Coordination
 - Attend the Volunteer Kick-Off Meeting
 - Meet with the Tech Committee, Event Chairs, and Development Associate as needed to align on event needed
 - Recruit 3–5 committee members to assist in planning and executing the technology strategy for the event
 - Work with Event Chairs and Dinner & Auction Staff to assess and determine all tech-related requirements for the event
 - Coordinate with the Decoration Committee to provide chargers or power sources for the guest charging station
- Tech Operations & Event Night Execution
 - Set up, test, and monitor all A/V equipment including:
 - Microphones (lapel, handheld, podium)
 - Projectors, screens, and speakers
 - Sound system and lighting (if applicable)
 - Coordinate and operate the event slideshow:
 - Work with Event Chairs and Development Associate to create and finalize the slideshow content
 - Ensure it is properly displayed and timed during the event
- Guest Experience & Tech Checkpoints
 - Organize and oversee the technology involved in Event Check-In:
 - Recruit and schedule volunteers to assist with check-in stations
 - Coordinate with the Director of Communications to create necessary Signup Geniuses
 - Coordinate Auction Check-Out procedures to ensure a smooth and efficient experience for guests at the end of the evening
- Post-Event Follow-Up
 - Provide the Development Associate with a list of all Tech Committee members and volunteers
 - Attend the Dinner & Auction follow-up meeting
 - Complete and submit a brief year-end committee report with feedback and recommendations

Event Cleanup

Role Summary: The Cleanup Committee Volunteer ensures the campus is restored to its original condition following the St. Stephen Dinner & Auction. This team works closely with the Event Chairs, Dinner & Auction Staff, and other committees to coordinate the post-event breakdown—returning decorations to storage, packing up supplies, removing trash, and ensuring all borrowed items are returned. This behind-the-scenes role is essential to wrapping up the event smoothly, responsibly, and respectfully.

Time Commitment

Commitment Period: The day after the event

Estimated Hours: 4–6 hours, during post-event breakdown

Responsibilities

- Planning & Coordination
 - Attend the Volunteer Kick-Off Meeting
 - Meet with the Cleanup Committee, Event Chairs, and Development Associate as needed
 - Recruit 3–5 committee members to assist with cleanup efforts
 - Coordinate with Event Chairs, Staff, and other committees to understand what needs to be returned, stored, or discarded
- Event Night Cleanup
 - Work with the Decoration Committee to return all decorations to their proper locations, including
 - SSM storage
 - Lenders (if items were borrowed)
 - Collect and properly dispose of trash, recycling, and compost (if applicable)
 - Pack up leftover event materials including signage, tableware, and supplies
 - Ensure borrowed items from vendors or parish groups are safely packed for return
 - Assist with removing A/V and check-in stations in coordination with the Tech Committee
- Post-Event Duties
 - Walk through venue after teardown to confirm cleanliness and condition of all spaces used
 - Coordinate with custodial staff or venue personnel, if applicable
 - Provide the Development Associate with a final list of cleanup volunteers
 - Attend the Dinner & Auction follow-up meeting
 - Complete and submit a brief year-end report with feedback and recommendations for future events