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## **Job Description List:**

This job description and price list is designed to allow clients and potential clients of 501(c)3 Events to estimate their contract amount. Please be advised, that these prices are subject to change, and a standard booking fee will be added to all contracts. Viewing this document constitutes an agreement between 501(c)3 Events and the receiving organization to keep the information contained herein confidential and only share it with stakeholders and decision makers within the individual organization.

### **Pre-Event Consulting (per hour)**

The consultant will spend that specific number of hours on the phone and in meetings with your organization helping answer software questions, consulting questions, making suggestions, advising any and all committees. Generally most contracts include at least 5 hours of pre-event consulting. The organization and the contractor will estimate these hours in advance of the contract being signed if consulting is requested.

### **Pre-Event Consulting (per day)**

Sometimes the organization wants the consultant to spend one or more complete 8-hour days with them to assist in clerical, pre-event data entry, and series' of meetings. If full consulting days are required you will need to select one or more days. Consulting days do not include the day of the event, or any "day of event" duties.

### **Post-Event Financial Audit**

Organizations unfamiliar or uncomfortable performing the post-event audit and would like a consultant to help them with the process will purchase this option. Post-Event Audit includes: going back over all Silent Auction, Live Auction, Sales, Donation, and registration forms and comparing them for accuracy in the auction database; preparing client credit card data for processing, assisting with set up of thank you letters, labels, post-event account statements, backing up of final auction database, and any other documents the organization would like printed.

### **Day of Event Data Entry**

The individual hired to do "Day of Event Data Entry" shows up one hour prior to doors opening at the event. This individual is not responsible for registration, filing, cashiering, training, or any other positions at the auction. Their task is simply to enter all bid activity in a timely manner so the organization can manage the check out of their guests quickly and easily. The Data Entry individual is not hired to enter registrations and/or items, and is not hired to print item forms or materials except those few that are "last minute".

### **Day of Event Software Support**

The individual hired to be "Software Support" shows up 2 hours prior to doors opening at the event. They will train the organization's volunteers for data entry and monitor them to make certain they understand the data entry process. They remain on site to help answer any computer related questions (software or select payment processing systems). The Software Support individual is there to train and advise your volunteers. They are not able to do the data entry for the event.

### **Auctioneer**

Experienced bid callers who specialize in charity auctions and can work with your emcee to help your Live and Silent Auctions be as successful as possible.

## **Day of Event Coordination**

The Event Coordinator is hired to train and manage the volunteers in the following areas:

- Registration
- Greeters
- Data Entry
- Filing
- Silent Auction Closing
- Raffle/Merchandise Sales
- Cashiering
- Live Auction Recording
- Live Auction Running

The Event Coordinator shows up at least 2 hours prior to doors opening at the event. Volunteers are expected to be there 90 minutes prior to doors opening so the Event Coordinator can train in all of the areas listed above. The Event Coordinator will put a system in place to help your guests get checked in and checked out in an expedited fashion. If the organization chooses not to implement the registration, filing, delivery, and cashiering procedures recommended by the Event Coordinator, some of these processes might not be managed as ideally.

The Event Coordinator is able to give suggestions, but is not able to manage the volunteers in the following areas:

- Item Pick-Up
- Live Auction Display (Models)
- Spotters

## **Day of Event Spotter**

The Spotter's job is to interface with the Auctioneer prior to the Live Auction and help the Auctioneer encourage and accept bids from the guests. The spotter must show up at least 30 minutes prior to the start of the Live Auction.

## **Day of Event Staff**

Sometimes for large events, the Event Coordinator requires an additional staff person to assist with the training and management of volunteers. This individually usually works with volunteers in your Silent Auction, Live Auction, and other "front of house" areas.

## **Day of Event Announcer**

The Announcer's job is to work with the Auctioneer to introduce each item. The organization provides the Announcer with names, descriptions, and restrictions for all items, and the announcer is to "paraphrase" the information into a 9-10 second "bump". Then turn it over to the auctioneer.

## **Computer/Printer Rental**

Some organizations either don't have computers and printers that they can bring to their auction, or they don't want to hassle with that aspect of the event. Tim Chapin Auction Services has laptops and printers that can be brought to your event for use in the data entry area, at registration for capturing credit card information, or for use as a Bidder Recognition system for the auctioneer. Rental fees apply, but the consultant will also bring the expertise needed to network the computers together so you may have multiple data entry points at your event.