

**KAESA's FIRST ANNUAL WINTER BENEFIT
EVENING AGENDA**

January 18th, 2013

3:00(-5:30)	Setup Volunteers arrive and begin setup of auction items, KAESA Table, centerpieces (Ty) Donation table, pamphlets laid out, posters hung, etc.
4:00pm	Adeline Leigh begins to setup food and beverage tables.
4:30	Go over what each volunteer is responsible for.
5:15	Colin arrives and begins setting up on stage.
5:45	Officers will be at the end of the stairs, in the hallway, and at the door of the lecture hall.
6:00	Willow, Sheri, and Corey monitoring the door. Doors open and Guests arrive Greeters should be at the door directing traffic towards food and auction tables and away from the door.
6:20ish	Sara: Introduce Collin Tobin. Welcome speech. Thanks for coming we have a great night planned for you. Rebecca and Ty: What is KAESA? Cindy: KCAD Art Education and value of the arts. Briefly explain what is going on and how the bidding process goes. Bid Sheets are put on the tables while we are speaking. Timers on laptops at each table?
6:30	Auction tables are open.
7:00	Countdowns for Auction tables begin! Remind guest of items at table 1.
7:15	Colin strum acoustics while we continue announcements. Silent Auction DaVinci Table CLOSED. Winner posted. Remind guests of items at table 2 and countdown begins. Ty hype everyone up for last call on raffle items!
7:30	Van Gogh Table CLOSED. Winners are posted. Last call for Table 3 items.
7:45	Picasso Table auction winners posted.
8:00	Thank everyone for coming this evening. Put out party favors. Closing and thank you for coming. Another round of applause for Colin Tobin. We appreciate all your generosity. Explain Check out Process.
8:30	Begin to clean up.