****

**SUPERVISOR DESCRIPTIONS**

Destination Auction is *The* School of Hospitality Business’s premier fundraising event. The event raises money for *The* School that goes back to the students in the form of scholarships, donates to *The* School’s Alumni Association, and also gives a portion of the funds to two local charities each year. We are looking for supervisors to assist our executive board in putting on this year’s event, which is themed “Under The Big Top” Read the following descriptions to find out more about the positions that are available.

EVENT DESIGN:

Supervisors will have the responsibilities leading up to the event that include creating/managing ideas, collecting supplies, and helping with the building of decorations. On the day of Auction, supervisors will help set up the decorations and manage volunteers.

FOOD AND BEVERAGE:

Supervisors should have an interest and some experience with food and beverage. The Food and Beverage Supervisor will train and direct serving volunteers on the day of auction. They will also be partly involved in the planning of the menu.

LIVE/SILENT AUCTION:

Supervisors will have responsibilities including designing bid sheets and auction cards as well as compiling props for live auction. On the day of the event, supervisors will help direct volunteers and will assist in the package room operations.

MARKETING:

Supervisors will assist the Director of Marketing with the implementation of different marketing tactics to promote the event including invitations, flyers, social media, and more.

SOLICITATIONS:

The supervisor will assist with Destination Auction’s phone and mail solicitation efforts. Duties also include following up with potential donors by phone and email. They will help update a database (should be familiar with Access). Applicants should be confident to lead a phone call with a distinguished professional.

CATALOG:

Supervisors will assist in managing online bidding for Destination Auction packages. They will also be responsible for aiding the Co-Directors of Catalog entering packages into an Excel database and help design and create the Event Catalog.

SPONSORSHIPS:

Supervisors will assist the Director of Sponsorships in soliciting local businesses in person, organizing and processing paperwork and money donated, share ideas and implement them as a team, and assist in all other functions to make this **brand new position** a huge success.

**All supervisors must be available on the day of Destination Auction, FEBRUARY 20th 2016!**

Please contact Sammi Miller (C.E.O.) at mill2316@msu.edu or Kristie Duve (C.O.O.) at duvekris@msu.edu with any questions.