



Auction Team Information Packet



April 28 – May 6, 2017
 At the Milwaukee PBS Auction Studio in Brookfield
 12560 W. Townsend Street
 Brookfield, WI 53005

Auction (414) 297-7036
 Volunteer (414) 297-8009
 Sponsorship (414) 297-7036
 Website: www.greattvauction.com

Forms and General Information Enclosed

<i>Check List</i>	<i>General Information</i>	<i>Timeline Due Dates</i>
√	Team information	
	Volunteer Team List	April 3, 2017
	Parking Information	Distribute to your team members
	Attire, Cell Phone Usage, etc.	Distribute to your team members

Team Information

Coming as a team, is fun! Your employees, members, students, etc. are welcome to join in the celebration of the 49th Great TV Auction. Yes, our name has changed from MPTV to Milwaukee PBS, but we are still the same fun auction. Join us for the “**36 to Win**” *auction!* The Kentucky Derby always occurs during auction week and we will have our own run for the roses race April 28-May 6.

The Great TV Auction has a following in our community with donors, buyers and volunteers. Highlights for this year’s Auction include the featured artists for 2017: The Wisconsin collection by Pamela Ruschman, the Studio Collection by Jesse Meyer, The Century Collection by Hall Koenig, the Sports Collection by Andy Goralski. As a team, you are invited to sign up members, employees, spouses and family members over age 16 to answer our telephones and take bids during the shift you have reserved. All volunteers over 18 are requested to sign a waiver and all under age 16, must have a parent or guardian signoff. Individuals are always welcome to return later in the week on their own. The shifts times are as follows:

Friday, April 28, 2017	April 29-May 6
2:00 – 7:00	2:00 – 7:00 pm
6:00 – * New Time 11:00 PM	6:00 – * New Time 11:00 PM

The shift schedule includes time for training and refreshments. There is no need to arrive prior to the starting times listed. **Volunteers are asked to stay for the entire shift on all shifts they are scheduled.**

We will reserve spaces on the shift(s) you request. We will accept additional volunteers on a waiting list for the phone bank and will gladly accept anyone interested in working in behind-the-scenes areas such as Table Staging. Your spaces will be held on reserve until April 3, if at that time, we have not received a volunteer list we will need to open up the recruitment to other teams and individuals.

Please send your list of volunteers by **April 3** to:

Pam Behling
Director, Volunteer Services
1036 N. 8th Street
Milwaukee, WI 53233

Phone: PAM at (414) 297-8009
Fax: PAM at (414) 297-8007
Email: behlingp@matc.edu

We do know some individuals will sign-up late and some may cancel. Please continue communicating additions, changes and cancelations with the volunteer team up to April 24 and during the Auction as needed.

Feel free to contact the Volunteer Department via phone at (414) 297-8009, fax (414) 297-8007 or email behlingp@matc.edu if you have any questions. We look forward to sharing with you and your employees/team members the fun and excitement of Auction.

Cell Phone Usage

We ask that cell phone usage for ALL volunteers be limited to outside of the building. If you must have your cell phone on for business or emergencies, it needs to be set on vibrate and you must leave the building to take the call or to send a text. Signs are posted throughout the building indicating **NO Cell Phones**. Please note, you will see staff members on the phone periodically so they can stay connected to downtown.

If you are looking to have your picture taken by using your cell phone, please ask for assistance, by one of our leadership volunteers, they will have ribbons on their nametags.

Smoking

Effective November 1, 2012, all MATC property, buildings and grounds are tobacco-free, both indoors and outdoors. This policy prohibits tobacco use anywhere on district-owned or district-leased property, including buildings, grounds, parking lots and vehicles, in accordance with the District's authority pursuant to Wis. Stat. § 101.123(4m). This policy applies to all students, employees, visitors and volunteers.

The MILWAUKEE PBS Auction Studio as of January 23, 2012 is an MATC property. Smokers must exit the building to the parking lot entrances to smoke either at the Volunteer or Pick-up and Pay entrances. Smoking receptacles will be located in these areas. Please respect our neighboring businesses and use the receptacles.

Parking Information

Parking is very limited at the auction facility. No volunteer parking is permitted in spaces for designated reserved Auction donors, Hosts, Auctioneers, commissary deliveries or in Pick-up & Pay. Please help us be a good neighbor to the business around us. Do not park in their parking lots or where "No Parking" signs are posted along the street. With the buses and semi truck traffic, your car could get damaged.

We have a total of four disabled parking spaces which is what the law requires. We provide an off-site school bus shuttle providing transportation to and from the Auction Studio. If you need assistance to get on the shuttle, please ask the driver to help by putting the small step down. The shuttle begins running at 9:30 AM and runs continually throughout the day until we sign-off. The shuttle ride is approximately 3-5 minutes in duration, depending on traffic.

Directions to the 2017 off-site parking for staff and volunteers is attached. It is also available online at www.greattvauction.com under the volunteer tab.

What to Wear to the Auction

The Auction is a casual dress environment. Teams are welcome to wear logo identification shirts. Comfortable shoes are recommended, like tennis shoes, flats, etc.

The temperature in the building does fluctuate and some areas can be cold. Sweatshirts, fleece and warmer attire may be needed in Warehouse, Pick-up and Pay, Confirmation and where volunteers are closer to the doors. The telephone bank is air conditioned because of the lights and cameras so a sweater or sweatshirt could be needed.

Theme days during the 2017 Auction

To make the Auction a little more fun, we add theme days for each day of the auction. Please feel free to dress the theme as indicated. Theme days will be posted on the Auction website the week before the Auction. Theme days may include, auction wear, sports, past Auction themes, etc.

- Friday—2017 Auction Wear
- Saturday—Celebrate your Heritage, Ethnic Festival attire
- Sunday--Black and White Day (since it is "Art" day)
- Monday—Masquerade Day
- Tuesday--Crazy Hat day
- Wednesday--Sports Jerseys
- Thursday—Hawaiian Shirt Day
- Friday--Flannel Shirts and Jeans--and suspenders
- Saturday—Derby Day

Nametags

Name tags are required for all volunteers and will be supplied at the volunteer greeters' desk at the main entrance upon arrival. In order to eliminate lines at volunteer check-in, a list of your participants is required by April 4, with any changes by April 24.

- Volunteers for the auction must be a minimum of 16 years of age, with parental sign-off on the release.
- All volunteers will be asked to sign a release. One is attached. Please feel free to email to your volunteers, so they can print and turn in upon arrival. Volunteers will be asked for the form or to sign one at check-in.

Telephone Bank Training

Telephone training is provided prior to every shift during the Great TV Auction. We recommend, even though you may have participated in the past, that you take advantage of the training on the first shift you return. Things change every year, such as how to enter steals, fields that must be completed, and of course, what to do if there is a problem. All of this is covered during the fifteen-minute presentation. Training times are Friday, April 28, 2:30, 4:30 pm and 7:30 pm, all other days training is at 2:30 pm, 6:30 pm.