



April 23 – May 1, 2010  
 At the Auction Facility in Brookfield  
 12560 W Townsend Street  
 Brookfield, WI 53005

Auction 262-781-4998  
 Volunteer 414-297-8009  
 Sponsorship 414-297-8013  
 Website: [www.greattvauktion.com](http://www.greattvauktion.com)

***Forms and General Information Enclosed***

<i>Check List</i> √	<i>General Information</i>	<i>Timeline due dates</i>
	Team information	
	Volunteer Team	April 1, 2010
	Auctioneer Request – Day Sponsors	March 15, 2010
	Company or Organization Logos	March 15, 2009
	Parking Information	Distribute to your team members
	Attire, Cell Phone Usage, Hats, etc	Distribute to your team members

MPTV Great TV Auction – Volunteer Dept  
 700 W State Street, Milwaukee WI 53233  
 Telephone 414 297-8009, Fax 414 297-8007, Email [volunteermptv@aol.com](mailto:volunteermptv@aol.com)



## Team Information

As a sponsor your employees are welcome to join in the celebration in the *MPTV Community Celebration!* Yes, the Great TV Auction has a following in our community with donors, buyers and Volunteers. Highlight for this years auction include four featured artists in 2010, Andy Goralski, Reginald Baylor, Jerry Gadamus, Shelby Keefe and our new Quilting is Art. As a sponsoring organization you are invited to sign up members, employees, spouses and family members over age 14 to answer phones and take bids during the shift you selected. Individuals are always welcome to come again later in the week on their own. The shifts times are as follows:

### Friday, April 23, 2010 only!

4:30 – 8:30 pm

7:30 – Close (approximately 12:30 am)

### April 24 – May 1, 2010

12:00 noon – 4:00 pm

3:00 – 7:30 pm

6:30 – close (approximately 12:30 am)

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 for participation.**

We will reserve spaces on the shift you request. We will accept additional volunteers on a wait list for the phone bank and will gladly accept any interested in working in the behind the scenes areas for Table Staging or Warehouse if your numbers exceed the allotments on your cover letter. Your spaces will be held on reserve until **April 1**. 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 1** to:

Pam Behling  
Director, Volunteer Services  
700 W State Street FH5  
Milwaukee WI 53233

Phone: PAM at (414) 297-8009  
fax: PAM at 414 297-8007  
Email: [volunteermptv@aol.com](mailto:volunteermptv@aol.com)

We do know some will sign-up late and some may cancel. Please continue communicating additions, changes and cancelations with the volunteer team up till April 23<sup>rd</sup> 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 [volunteermptv@aol.com](mailto:volunteermptv@aol.com) if you have any questions. We look forward to sharing with you and your employees/team members the fun and excitement of Auction



## Auctioneer Request

Being an auctioneer at the Great TV Auction is limited to Radio and Television professionals, the auction Leadership Volunteer Team, members of the Board of Director at the Friends and MATC and our Day sponsoring Underwriters.

As a day sponsoring underwriter for the Great TV Auction, you are cordially invited to have two auctioneers. Once we know who will be participating, auctioneers will receive a confirmation letter and training schedule options from Shelly Schaffer. **All auctioneers are required to attend one of the training sessions.**

To sign-up an auctioneer, please complete the form below and mail it back by March 15, 2009.

### *Auctioneer Form*

<i>Name</i>	<i>Address</i>	<i>City, Zip</i>	<i>Daytime Telephone</i>
<i>Alternate</i>			

*Please fax this form to Pam at 414 297-8007 or email the information to her at [volunteermptv@aol.com](mailto:volunteermptv@aol.com)*

## Company or Organization Logo

Are you a new or returning sponsoring underwriter? If so, do you have your current logo or simply a logo we may use to identify your support of the Great TV Auction? These logos will be displayed during the auction. We want them to show what a great community partner your organization is with MPTV.

Please submit your logos in high resolution jpeg files or as illustrator.eps files. They should be sent to the volunteer director at [volunteermptv@aol.com](mailto:volunteermptv@aol.com) by March 15.



## **Parking Information**

Parking is very limited at the auction facility. No volunteer parking is permitted where posted for reserved spaces, 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 there 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. We provide off-site parking near the Park & Ride on 124<sup>th</sup> & Capitol Drive. If you need assistance to get on the shuttle, please ask the driver to help by putting the small step down. The shuttle runs continually beginning at 9:30 am until we sign-off approximately 12:30 a.m. The shuttle ride is approximately 3-5 minutes in duration, depending up traffic.

Please distribute the direction to the parking lot with map to the off-site parking to all of your team participants when you confirm them.





## **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 and confirmation, 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.

We do ask that groups and individuals please refrain from wearing hats while on the telephone bank or when appearing on air as table captains, unless they are logo identifying or previously approved by the volunteer director. We have had complaints from viewers in the past.

**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 1, with any changes by April 23.

## **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, you take advantage of the training on the first shift you return. Things change every year, like, 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 23, 4:30 PM and 8:00 PM, all other days training is at 12:30 PM, 3:30 PM and 7:00 PM,

## **Cell Phone Usage**

Cell phone usage is strictly prohibited during the auction while on air anywhere inside of the building. If you must have your cell phone for business or emergencies, it needs to be set on vibrate and you must leave the building to take the call. Signs are posted throughout the building indicating NO Cell Phones.

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**

There is no smoking inside of the building. Smoking locations are at the entrance of Pick-up & Pay or outside of the Volunteer Entrance.