



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

Forms and General Information Enclosed

<i>Check List</i> √	<i>General Information</i>	<i>Timeline due dates</i>
	Call to Book a the Date & Shift	ASAP
	Volunteer Team List of Participants	April 1, 2010
	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



Team Information

As a group your team is welcome to join in the *MPTV Community Celebration!* Yes, the Great TV Auction our community of donors, buyers and Volunteers. We will have four featured artists in 2010, Andy Goralski, Reginald Baylor, Jerry Gadamus, Shelby Keefe. As a group 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

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^h 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 if you have any questions. We look forward to sharing with you and your employees/team members the fun and excitement of Auction week.



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 124th & 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.

Auction Directions & Parking Information

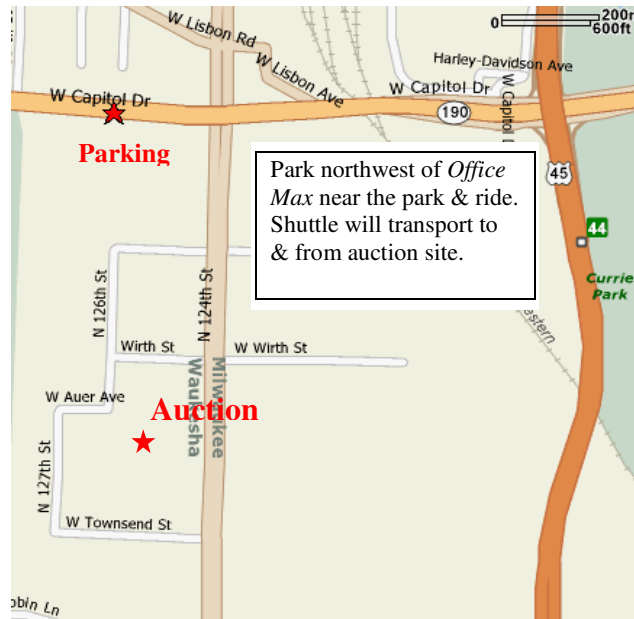
During Auction Week: April 23 - May 1, 2010

Volunteer Parking has been secured with shuttle service.

The parking lot is located in the area northwest of Office Max and Blockbuster near the park and ride just off the corner of 124th and Capitol Drive.

Parking guidelines have been established for Auction volunteers.

- The Parking Lot can be entered from 124th Street or Capitol Drive. A pick up area will be marked with signage.
- The School Bus (shuttle) will continually rotate between the hours of 9:30 AM and the close of Auction. The shuttle ride will be approximately 3-5 minutes.
- Please DO NOT park in spaces reserved for Auctioneers, Hosts, commissary, and donors or in Pick-up & Pay.
- The Shuttle Bus will drop off and pick up at the Auction Volunteer's entrance (the west end of the building). A sign for volunteers is posted.



DRIVING DIRECTIONS
12560 W. Townsend Street
Brookfield, WI 53005
262-781-4998

FROM THE WEST:

Heading east on I-94, follow to Hwy. 45 North. Exit at Capitol Drive. Turn left (west) onto Capitol, follow to 124th Street. Turn left (south) onto 124th Street. Entrances to parking, northeast of Office Max and Blockbuster, will be on your right.

FROM THE EAST:

Heading west on I-94, follow to Hwy. 45 North. Exit at Capitol Drive. Turn left (west) onto Capitol, follow to 124th Street. Turn left (south) onto 124th Street. Entrances to parking, Northeast of Office Max and Blockbuster, will be on your right.

FROM THE NORTH:

Heading south on Hwy. 45 exit at Capitol Drive. Turn right (west) onto Capitol, follow to 124th street. Turn left (south) onto 124th Street. Entrances to parking, Northeast of Office Max and Blockbuster, will be on your right.

FROM CHICAGO AND OTHER POINTS SOUTH:

Take I-94 north to the I-894 (west/south) bypassing Downtown Milwaukee. Follow I-894 to Hwy 45 north (toward Fond du Lac) and then exit at Capitol Drive. Turn left (west) onto Capitol, follow to 124th Street. Turn left (south) onto 124th Street. Entrances to parking, Northeast of Office Max and Blockbuster, will be on your right.

FROM THE SOUTHWEST:

Take the I-894 bypass to I-45 north and then exit at Capitol Drive. Turn left (west) onto Capitol, follow to 124th Street. Turn left (south) onto 124th Street. Entrances to parking, Northeast of Office Max and Blockbuster, will be on your right.

BUS ROUTE 60 RUNS NORTH on 124TH STREET AND TURNS AROUND AT TOWNSEND. It is a short walk from the bus stop to our building.



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 ever 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 any where 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.