



## Team Information Packet



April 27– May 5, 2012  
 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.greattvauction.com](http://www.greattvauction.com)

### *Forms and General Information Enclosed*

<i>Check List</i> √	<i>General Information</i>	<i>Timeline due dates</i>
	<b>Call to Book a Date &amp; Shift time Weekend days and Wednesday &amp; Thursday fill fast, so call early if this is your preference.</b>	<b>ASAP</b>
	Volunteer Team List of Participants	ASAP
	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 team you are welcome to join in the celebration in the *MPTV Auction Great Treasure Hunt!* Yes, 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 2012: Connie Glowacki, Frank Mittelstadt, Chuck Weber, Kitty Sturrock, and Jeff Baillies. New this year will be the woodworking contest. As a team, 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 27, 2012

4:30 – 8:30 pm

7:30 – Close (approximately 12:30 am)

### April 28 – May 5, 2012

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 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 20**, 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 ASAP 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 individuals will sign-up late and some may cancel. Please continue communicating additions, changes and cancelations with the volunteer team up till April 25<sup>th</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 week.



## **Parking Information**

Parking is very limited at the auction facility. No volunteer parking is permitted in spaces 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 off-site a school bus shuttle providing transportation to and from the auction facility. 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.

**Do to some changes this year specific auction parking information is not available at this time. This information will be forwarded to all team coordinators to be distributed to your team in March. I apologize for this inconvenience at this time.**

Once the information is received, please distribute the directions 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, confirmation, anywhere 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 Auction 2012*

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 below:

<b>Date</b>	<b>Theme</b>
Friday, April 27, 2012	2012 Auction Wear
Saturday, April 28, 2012	Lady Wenches and Pirates (Eye Patches welcome)
Sunday, April 29, 2012	Past Auction Wear
Monday, April 30, 2012	Hawaiian Shirts
Tuesday, May 1, 2012	May Day – Sombreros, Sailors Suits and Nautical wear
Wednesday, May 2, 2012	Sports Jerseys, T-shirts or Sweatshirts
Thursday, May 3, 2012	Crazy Hat Day
Friday, May 4, 2012	2012 Auction Wear
Saturday, May 5, 2012	Ahoy Me Buco's Your Best Pirate Garb

**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 2, with any changes by April 25.

## Telephone Bank Training

Telephone training is provided prior on 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, 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 29, 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 while the auction is 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 or to send a text. 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.