

VOLUNTEERS NEEDED!

4th Annual All Souls Jazz Lunch & Silent Auction
Sunday, September 16, 2007



Our biggest fun-raiser (pun intended) of the year is the Jazz Lunch & Silent Auction. This year it is scheduled for **Sunday, September 16, 2007** from 12:30pm to 3:00pm at the Scottish Rite Temple. **Tickets are \$35 in advance (if paid by September 2nd) and \$40 at the door.**

It can be successful only with everyone's help...and now is the time to sign up to make it so! **Please check below those areas where you are willing to help out, and return this sheet to the Church office or to Dennis Lower or Sharon Swanson**

(8717 E. Wilderness Way, Shreveport, LA 71106 or email us at dlower@biomed.org or sswanson@mhsmarchitects.com.) You can also call us at 868-5423.

WE NEED EVERYONE'S HELP IN THESE AREAS:

- 1) Buy or sell raffle tickets (these will be mailed to you at a later date).
- 2) Submit names and addresses of friends so we can send them an invitation by no later than Sunday, August 12. Turn in your list to the office or send them to Rebecca Toney (8521 Grover Place, Shreveport, 71115 or email them to her at tonedancer@cs.com).
- 3) Call your friends and personally invite them to attend. If they haven't received an invitation, call us to have one sent to them. Deadline for receiving advance pricing is September 2nd.
- 4) Solicit businesses you frequent for a donation - your cleaners, hair dresser, dance studio, car wash, restaurant, or wherever you spend money. **Let Laurie Lyons know the businesses you will solicit** by signing up at church or by contacting her directly (441 Drexel Drive, Shreveport, 71106; phone 861-2895; email laurie@walkerlyons.com.) Donation forms are due to the office by September 9th.
- 5) Donate a party, new item or service - bake cookies, sign up to prepare a casserole or dessert of the month, offer you expertise. **NO USED ITEMS PLEASE!** Forms are due to the church office by September 3rd.
- 6) **BUY A TICKET, COME & HAVE FUN!** Even members must pay! So pay early (by September 2nd) and save \$5!

TURN OVER TO LEND YOUR HAND!



I WILL HELP IN THE FOLLOWING AREAS (big or small, every commitment helps!):

- 1) _____ I will make one casserole for the casserole of the month
- 2) _____ I will make one dessert for the dessert of the month
- 3) _____ I will distribute posters around town
- 4) _____ I will transport items to and from All Souls / Scottish Rite Temple
- 5) _____ I will work on the invitations committee
- 6) _____ I will help set up donated items for the silent auction (September 15 & 16)
- 7) _____ I will help check out purchased items (at the auction)
- 8) _____ I will help call members to ask for their donation
- 9) _____ I will help check in attendees at the auction (September 16)
- 10) _____ I will help follow-up after the auction by contacting persons who purchased items but did not pay, and follow up with people who are sponsoring parties
- 11) _____ I will help the communications committee get information to the media and public

I WILL HELP WITH THE CASSEROLE OF THE MONTH - Please check which month(s) you can provide a casserole, from October 2007 through September 2008:

- 1) _____ October
- 2) _____ November
- 3) _____ December
- 4) _____ January
- 5) _____ February
- 6) _____ March
- 7) _____ April
- 8) _____ May
- 9) _____ June
- 10) _____ July
- 11) _____ August
- 12) _____ September

I WILL HELP WITH THE DESSERT OF THE MONTH - Please check which month(s) you can provide a dessert, from October 2007 through September 2008:

- 1) _____ October
- 2) _____ November
- 3) _____ December
- 4) _____ January
- 5) _____ February
- 6) _____ March
- 7) _____ April
- 8) _____ May
- 9) _____ June
- 10) _____ July
- 11) _____ August
- 12) _____ September

NAME (Print): _____

PHONE (H) _____ (W) _____ (Cell) _____

In-House Contribution Form

**4th Annual Jazz Lunch & Silent Auction
Sunday, September 16, 2007**

**All Souls Unitarian Universalist Church
9449 Ellerbe Road, Shreveport, LA 71106**

NAME (Print): _____

PHONE (H) _____ (W) _____ (Cell) _____

DESCRIPTION OF DONATION: (please be specific):

VALUE OF ITEM/SERVICE: \$ _____

MINIMUM BID: \$ _____

If you feel strongly about a minimum bid, please list it. Otherwise, we generally list half the value. Parties, however, are set at a fixed price per person.

Please return this form to the church office no later than Sunday, September 9th, but preferably sooner! For more information call Laurie Lyons at 861-2895 or the church office at 868-3313.

FOR OFFICE USE ONLY:

ITEM # _____

ITEM RECEIVED _____

Business Contribution Form

**4th Annual Jazz Lunch & Silent Auction
Sunday, September 16, 2007**

**All Souls Unitarian Universalist Church
9449 Ellerbe Road, Shreveport, LA 71106**

PERSON CONTACTED (Print): _____

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

(Please complete all information so acknowledgments can be mailed)

DESCRIPTION OF DONATION: (please be specific):

VALUE OF ITEM/SERVICE: \$ _____

Solicitor's name and phone number: _____

Will you be delivering this item to the church? YES ____ NO ____

Do you need special assistance to transport the item to the church? YES ____ NO ____

Please return this form to the church office no later than Sunday, September 9th, but preferably sooner! For more information call Laurie Lyons at 861-2895 or the church office (868-3313)

FOR OFFICE USE ONLY:

ITEM # _____

ITEM RECEIVED _____

GIFT CERTIFICATE RECEIVED _____