

Suggested Charity Auction Guidelines

Contacts: _____

Phones: _____

Meetings: _____

NAMES: _____

Function: _____

Place: _____

Address: _____

Day: _____

Date: _____

Time: _____

TIME LINE FOR EVENING OF EVENT

Auction Registration:

Start taking registrations at any time if people are known to be coming to the Auction, Register their names and information ahead of time either into the computer program or to An excel spread sheet along with their Bidder Number. This can be inserted into the Auction Computer prior to the Auction. Then upon the arrival of the people, give them their Bidder Number and catalog of the evening events and collect their funds for their dinner.

Silent Auction: 6:30 PM to 7:50 PM

Four Sections

- | | | |
|---------|---------------------|------------|
| ▪ Red | Close Sections 7:30 | Lot #s 200 |
| ▪ White | Close Sections 7:30 | Lot #s 300 |
| ▪ Blue | Close Sections 7.45 | Lot #s 400 |
| ▪ Green | Close Sections 8:00 | Lot #s 500 |

Raffle: 6:30 PM to 8:00 PM

50/50 \$10.00 to \$20.00 per Ticket – Have an Aggressive Couple sell tickets for \$10.00 Or \$20.00 each. Then just prior to the Live Auction the Winner will be drawn for Half of the “total cash”. (\$20.00 tickets are preferred)

Balloon Pop: 6:30 PM to 8:00 PM

Have 25 Balloons filled with Helium and a Fortune Cookie Note for a Prize that the Value exceeds \$25.00. Have an aggressive couple sell them from the beginning of the Balloons for \$20.00 each and POP the Balloon each time they buy one. Then have the Auctioneer announces that there is Another Winner!

Dinner: 7:00 PM to 7.45 PM

Desert: 7:45 PM

Live Auction: 8:00 PM to 9:00 PM

Fund an Item: 9:00 PM

Auctioneer to announce that the Bidding to Start with \$1500.00, then \$1250.00, Then \$1000, Then \$500, then \$250, Then 100.00, then 50.00, Then \$25.00

Closing

Monitors: At closing of a Silent Auction area, persons assigned to each Silent Auction area gathers All Auction Sheets together and give them to the check out persons to add up and sub total.

Check Out: 9:00 PM after close of Live Auction

Music: Soft music during Silent Auction and dinner. NO Music during Live Auction

Fundraiser Staffing and Responsibilities

Event

Coordinator: Person that has been the Event Chairperson and His/Her core group of Twelve (12) staff. Each has been to the Monthly Event Planning Meetings for the last Six (6) Months and has Taken care of their duties for the part of the Event that “They Are In Charge Of”.

a. Pick Committees

b. Pick Theme

Facilities: Person to arrange for the Location, Time, Food and Decorating of the Event as chosen by The Total Committee.

Music & MC: Arrange for “Arrival and Silent Auction Time Music, Dinner Music and Music after the Live Auction for the Entertainment portion of the Event, if one is planned. Have a Roving Microphone available for the Auctioneer with the Sound system arranged with the Auctioneer approving prior to the Event. If you have an MC, be sure that the Event RUNS ON TIME with no off the cuff talking. Every minute that you delay the Live Auction you can loose up to or more than \$1000 per minute.

Staff Time: Have all staff and Volunteers arrive at least One (1) hour before the starting time and the Event Coordinator should meet with each person to be sure that they know exactly what, Where and When they are to perform their Duties

Set Up: Arrange for the setting up of the Clerking, Check out, Silent Auction and Live Auction Areas. Meet with the Facilities Chairperson and the Facility itself and make a composite Drawing that all Volunteers can have available to them for their part in the planning.

Clerking: Arrange for Bid Numbers (#) for each person registering, either a week before or during The Event. These should be Pastel Green, 5 ½” by 8 ½” card stock with large black Numbers starting with 800, 801 etc. Each person or couple should receive a Bid Number And you should have their full name, address, phone number. It is suggested that you put Their name on the back of the card and lines for them to make note for what they Purchased or bid on.

EVENT GUIDELINES

Silent

Auction: Arrange for the Soliciting / Asking for, Collecting, Sorting, Numbering and Arranging the Silent Auction Items on their respective Tables and Bid Sheets that are color coordinated. Arrange for a Volunteer to be in charge of each section/table for the Event. If you are using the Auctioneer's Computer program, furnish the list of Silent Auction Items ahead of the Auction for insertion into the Auction Program in order to be able to give a quick list of winning bids and automatic total for faster checkout.

Table

Monitors: One Person for each Section/Table area. This person will keep table neat, clean, to pick up Bid forms at close of bidding for the section/table and to take the bid forms to the clerks for Sorting by Bidder Number (#).

50/50 Draw: Have an aggressive couple sell 50/50 Raffle Tickets for \$20.00 each or 8 for \$100. This Drawing to be just prior to the Live Auction.

Balloon Pop: Have aggressive couple sell Balloons that have a Gift Card inside of \$25 or more in Value. As they buy them, they then POP them and the Auctioneer announces the Gift and its Value – Great for some of the Certificates that are donated.

CHECK OUT PROCEDURES

Check Out: After the closing of a section/table area, take the closed bid forms from the Table Monitors And separate them into stacks or groups by the Bidder Number (#). Staple or paper clip Them together and run a tape to subtotal them until the next section/table area closes, then Proceed to do the same with these closed bid forms. As the Live Auction proceeds, the Live Auction Monitor will bring the Closed Bid Form to the Clerk to put in Computer Auction Program and it then can be totaled quickly.

If you have Col Tom Frankhouser do the Live Auction, he will furnish his Credit Card Terminal so that you will receive approximately 40 % more in Auction Sales.

Closing

Monitors: While the Live Auction is being conducted, the Staped together bid forms from the Silent Auction can be given to the Closing Monitors and they can be putting all the Items for that Bid Number in a specific spot or in the Auction Program Computer, so the Bidder can Collect them quickly after they have paid for them.