

## Silent Auction Duties and Responsibilities

### Six Weeks Prior to Auction:

- Get 6-7 couples, or about 12–15 people, to be part of the Silent Auction team. Make a list of names, addresses, phone contacts and emails.
- Plan a meeting of the team to review duties and responsibilities. Meet in the auction room so the team can see some of the items that are being delivered to the room.
- Collect empty boxes and bring them to the auction room (for packing items later).

### Two Weeks Prior to Auction:

- Meet at auction room to label/tag items with catalogue number. Pack and box items by group – 100's, 200's, 300,s... It is **crucial that lots of attention and care** is taken during this process. If not, items will get misplaced, lost, or may not be given to the correct winning bidder on auction night. On some items that are in a box such as electronics, place a tag on the box, and open the box and also place a tag on the item. When an item has multiple pieces, write the catalogue number and include #1 of 2, #2 of 2... Do not place sticker tags on artwork, prints, etc. – put it on the back. Use tags with strings on items where a tag will not stick – items such as clothing, golf clubs/bag, bicycles... Again, use lots of attention and care, as once these items are packed and moved to the Holiday Inn we have to keep track of them. Note: Gift certificates should be done ahead of time by the Solicitation team (catalogue number on envelope). Jewelry (usually locked in file cabinet) needs to be carefully marked – assign 2 ladies for that task. Some items, mainly large items, are in the catalogue but not at the auction room. They will get delivered to the Holiday Inn on Friday night or Saturday morning. **Please highlight any missing items** so they can get tagged on Saturday morning during set-up.
- **Note to Auction staff:** must have 4-5 copies of the list of all Items/Descriptions with both Item-number and Catalogue number. Also have a variety of sizes of sticky-tags, tags with string, boxing-tape, fine, medium and large Sharpies.

### Miscellaneous Other Duties Prior to Auction Weekend:

- Along with Auction staff member and Visual Display people, check on the condition and quality of the Silent Auction banners that are stored in the auction room. Verify “Closing Time” for Silent and Deacon Select.
- Along with Auction staff member and Auction Chairs, decide on table arrangements, then communicate that along with table skirting and pens for the tables.
- Ask Holiday Inn if they are willing to have someone available to run approximately 60 copies (at about 7:45pm) of the “Successful Bidder Sheets” for both the Silent and Deacon Select Auctions. **Three sets are printed by the Computer Clerks.** One set is brought to the main desk at the

Holiday Inn for copying (about 60 sets, stapled) and two sets go to the Silent Auction crew to begin “picking” the items by bidder #.

- Collect some shopping bags to package items for successful bidders at the end of the evening.
- Get the names of the Silent Auction volunteers submitted to Auction staff member. **Staff member** needs to get bidder numbers so Silent Auction crew can bid on items.
- Ask Holiday Inn which room we can use for storage on Friday night.

### **Friday Night Prior to Auction:**

- **3:30pm** - Meet at the auction storage room to help transfer all items to the Holiday Inn. Ask Karl Hanson (Network parent and owner of Sun Electric) if he will bring his large, enclosed trailer to help. Also, have a few vans, SUV's with open back-ends for prints, baskets and other delicate items. Moving takes about 2 hours. Some volunteers are needed to stay (maybe about 2 more hours) and begin some assembly of items such as grills, etc. Have 2-3 people bring some tools.
- Bring supplies; box cutters, markers, extra tags, tape.

### **Morning of the Auction:**

- **Meet at 8am** to set-up Silent Auction and Deacon Select rooms (approx 4 hours). It is very important that the Silent team members working at the auction on Saturday night be there for at least some of the set-up so as to see where things are. This process is a puzzle and takes time and lots of patience by all. It is also fun but requires lots of help. This is a good time to have your volunteers bring friends as a way to introduce them to the auction so they see what it is all about. Lunch will be served at about 11:30.
- **Important during set-up:** In regards to items in boxes, especially things like cameras, computers, delicate things; please carefully place the box directly under the table so the item can be packed in its box again for pick-up later by the successful bidder. Also, keep track of owner's manuals, directions, etc.
- Assign 2-4 people to hang signs. **Ask the Holiday Inn for their special tape.**
- Finish set-up by placing Visual Display Signs, bidder sheets and pens by each item.

### **Auction Night:**

- **Mass at 4 pm** (optional) at the Holiday Inn, upstairs, above the Lobby Registration area.
- **Auction check-in/registration begins at 4:30.** Silent Auction volunteers can get a bidder #, bid on items, enjoy hors d'oeuvres and champagne, and/or meet in the **Harvest Hall room by 6:30** to get ready to pull bidder sheets. Silent Chair will assign tables to pull bidder sheets at scheduled closing times. Put bidder sheets in numerical order and bring to Computer Clerks. This will have to be **repeated later for the Deacon Select room.**
- **7 pm** – Help get all guests out of the Harvest Hall and into the Great Hall for dinner. Prep Harvest Hall by getting about 10-12 additional tables from Holiday Inn storage room. Close doors so people cannot come and view items. Use about 6 tables to block a “Pick-up” area

around middle doors. Set-up additional tables, as many as room permits, in open areas to stage “picking” of items.

- **7:15** - Holiday Inn will bring in food. Eat, and take a break while waiting for Computer Clerks to print list of Successful Bidders. Silent Chair should check with Clerks by 7:30 – 7:45 to see if they have Silent Auction list done yet. **Get three copies**, one for Holiday Inn front desk – 60 copies – and two copies to begin working off of in the Harvest Hall room. Check back later to do the same for Deacon Select.
- **8:00** (approx) - To gather items for pick-up later: Begin by cutting one of your lists into strips by bidder number. Have “picking” volunteers take a strip with bidder number and the items they successfully bid on. That volunteer will walk around the room to find those items, bring them back to a clear spot on a table, and pile them (stage them) for pick-up later. Give the next bidder # to the next person, and so on.... Remember any boxes, manuals, directions etc under the tables. Some people will not stay for the Live Auction and will want to pick up their items right after dinner. Have someone stop their process of picking and piling items and help these people (mostly older guests).
- **8:30** (approx) When the Holiday Inn has completed copying about 60 stapled sets of Successful Bidders, have Student Ambassadors hand out – one to each table in the great hall. Repeat later for Deacon Select items.
- **Assign two people to work at the front table**, near the door. One is assigned to the Certificate box. The other has the master list. When people come in with their receipt from the Clerk to pick up their items; the picking crew will greet them, take their receipt which lists their bidder number and the items they “won”, find those items (perhaps by now already pre-picked and piled), then bring those items to the volunteer with the Master list. If there are certificates on the receipt have that volunteer pull those, then have the master list volunteer make a X by the bidder showing that items have been picked-up. **If any items are missing** - please highlight missing items. Give master list to Silent Chair at end of evening.
- Many guests will need assistance carrying items to their vehicles. The men should assist with this, along with **Student Ambassadors**.
- **Visual Display signs and clear plastic holders**: once things are somewhat organized and there is some down-time (maybe about 9-9:30 while the live auction is still going on) assign 2-4 people to gather all Visual Display signs and holders, put them in boxes, and stack them in a safe place in the Harvest Hall room or the media room. This is **very important**. These signs take a lot of time and \$ to make, and many of them can be used again the next year. Also, gather Shirt-t’s and other display props.
- **Deacon Select**: The Silent Chair should assign 2 people to oversee Deacon Select. First, turn in bidder sheets at closing time. Next, follow-up with Computer Clerks as to when the Successful Bidder list is printed – again, three copies – one to the Holiday Inn desk for photos and two copies to the Silent Chair. These two volunteers should then spend some time boxing and gathering the smaller physical items and bring them over to the Harvest Hall room so they can be picked-up by the successful bidders along with the Silent items.
- **Live Auction items**: Some Live items are certificates (such as trips and dinners) and some are large and heavy. Silent Chair should assign one person to monitor Live items and, after they

have been bid on in the Live auction, bring those certain items (jewelry and other small, delicate, and otherwise manageable items) over to the Harvest Hall room for pick-up later. These items will also be listed on the guests receipt. Live item certificates will already be in the certificate box in the Harvest Hall room. Heavy items can stay in the Great Hall until the guest is ready to load their vehicle. Some heavy items are stored at the Holiday and are picked-up the next morning.

- **Sunday morning.** Silent Chair should be at the Holiday Inn on Sunday morning for pick-up (usually 10-noon). Bring with the Master list that shows any missing items, and items not picked-up by successful bidder on Saturday night. Share list with Auction Staff member and Solicitation chair.