

SILENT AUCTION DUTIES AND RESPONSIBILITIES

SIX WEEKS PRIOR TO AUCTION:

- Get helpers for auction night lined up and notify Catalog Committee of their names so they can be acknowledged in the catalog.
- Number of helpers needed the day of the auction is as follows:

8:30 – noon	5 couples to help set up
4:00 PM – 7:15 PM	6 couples to help set up Silent auction tables
	1 person to announce closing of the tables
	2 people from the committee to tally bid sheets and hand in for computer entry
7:00 PM – midnight	5 couples to sort and distribute items to successful Bidders

FOUR WEEKS PRIOR TO AUCTION:

- Meet at the Auction storeroom and categorize all Silent auction items. Label all items by catalog number, both on the item and on the box (this helps the 7:00 pm silent auction workers to identify and distribute items in an orderly fashion).
- Check on the bidder sheets, which are run by the Catalog committee after all the items have been categorized for the catalog by the Solicitations and Silent auction committee. Each computer printed bidder sheet should have the **item # and description** on them.
 - a) Use different colored paper for early closing vs. late closing tables.
 - b) Green paper has been used in the past for earliest tables and yellow for later tables.
 - c) Pink paper has been used for “Almost Live” items.
- Okaying it with the General Chair find out if duplicate copies of the “Successful Bidder Sheets” can be run off on their office copier on the night of the auction (usually around 8:00 pm).
- Check on the condition and quality of the Silent Auction banners that are stored in the Auction storeroom. If new banners are needed, check with the General Chair.
- The Visual Display committee is responsible for the props used to display the Silent items.

THREE WEEKS PRIOR TO AUCTION:

- Decide on the table arrangement for the Silent items. Then meet with Margy at the Holiday Inn to let them know of this arrangement. Confirm with her our need for table skirting and pens.
- Decide on the minimum bid amount on the bidder sheets.
- Collect large boxes to help in packing and transporting the items from the auction storeroom to the Holiday Inn.
- Collect bags to package items for successful bidders.

TWO WEEKS PRIOR TO AUCTION:

- Send out reminder volunteer letters (see example for all shifts).