

DAY BEFORE AUCTION:

- Meet at the Auction storeroom and help transfer all the items to the Holiday Inn.
- Assemble a box of supplies for your committee consisting of masking tape, markers, washers, bidder sheets, etc.

DAY OF AUCTION:

- Meet at 7:00-7:30 AM to set up Silent auction room.
- Assign someone to print the minimum bid amount on each bidder sheet
- Give each item 30 – 36 inches on the table and think of safety when displaying large items.
- Make sure all bidder sheets **clearly** identify what is offered (size, color, age, etc).