



Services List

We can provide many services to assist in the success of your event. We customize our services to fit your needs and budget. The highlighted services are included in our most popular Full-Service Package.

Auction Manager:

- Arrive at least 2 hours prior to doors opening at the event.
- Train and manage the volunteers in all areas of your event.
- Pre-Event Consulting to assist in developing an efficient night of event.
- Auction Manager will manage back of the house activities.
 - Registration/Check in/Check out.
 - Data Entry/Filing
 - Software support during planning and at the event (Auction Maestro, Greater Giving, Auctria, and other auction software).
 - Setup of our computer equipment for registration and data entry.
 - Overall management of event and volunteers.

Auction Manager Assistant

- Auction Manager Assistant works in tandem with the Auction Manager.
- Trains and manages your volunteers in front-of-house including Silent Auction, Live Auction, Recording, Runners, Raffle Sales, and other revenue earning activities.

Pre-Event Consulting

- Unlimited Pre-Event Consulting to help your organization by answering questions, applying best practices, and offer suggestions prior to your event. Pre-Consulting is provided in-person, by video or phone, and e-mail.
- Attendance to committee meetings as needed.

Hybrid Event Setup

- Includes setup of software for online bidding during silent auction and Live Auction activities and assistance AV with live event streaming. Allows remote guests to participate in event.
- Auction software website and bidding site setup and management.

Pre-Event Data Entry (Greater Giving, Auctria, Auction Maestro)

- Setup of software website
- Management of registrations (individual and table guests)
- Management of items/package data
- Verify software is ready for event (including website and bidding page)



Event Day Computer Rental

- Laptops, tablets, and printers to be used for data entry and registration.
- Networked computers as needed.
- Recommend 1 registration station per 100 guests (200 guest = 2 laptop stations) and 1 data entry station per 100 items (200 silent and 20 live = 2 data entry stations).
- For mobile bidding events, 1 kiosk/help desk (tablet) per 100 guests.

Software/Virtual Event Services

- Auction software management (Website setup, maintenance, item/package entries).
- Bidder/donor communications provided by client through auction software.
- Verify software is ready for event date(s). Assist with integration of auction software.
- Assist client with creation of Run of Show for Production as needed.
- Basic Production of streamed event with content provided by client.
- Consultation with AV company on best practices.

Other Services Available

Other services available may be combined with a package or contracted separately:

- **Post-Event Financial Audit**
 - Includes data audit, reports, bidder statements, and email messages.
- Live Auction Spotters
- Additional staff to replace volunteers
- Printing of Bid Cards, Live and/or Silent bid sheet
- Auctioneers and Announcers
- AV Services and Equipment
- Videography and Photography Services

Ducks in Row Event are Experts in:

- Greater Giving, www.greatergiving.com, Auctria, www.auctria.com and Auction Maestro.

We can customize a package to fit your needs.

Have Questions? Please contact us anytime! We look forward to hearing from you.

Ducks in a Row Events

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