

STEPS TO AN "EFFICIENT" SILENT AUCTION for the FENTON OPEN GATE GARDENCLUB

SEPTEMBER: Place an ad in September Newsletter announcing Silent Auction in November, the Wednesday before Thanksgiving. Give date and suggest items that can be donated, whether new or gently used: garden supplies, books, household items, frames, stationery, collectibles, jewelry, toys, pet supplies, plants, games, cakes, cookies, candy, etc. Also mention that donations from area merchants are welcome! Add that donated items will be brought to the NOVEMBER MEETING, along with a completed bid sheet for each item. (Bid sheet made available in October.) [See sample of Newsletter ad. Be sure to change date.]

Make an announcement at the September meeting, repeating what you wrote in the Newsletter. Form a committee by asking for volunteers to help, mainly during the evening of the auction: visiting merchants, set-up, help with bid sheets, taking money, clean-up, etc.

OCTOBER: Place reminder in October Newsletter plus the **Bid Sheet** that can be downloaded for each item donated. The bid sheet should ask for the following information: name of donated item, approximate value of item, name of donor, and opening bid. There should be about 10-12 lines available for names of bidders and their bids.

Xerox numerous bid sheets to distribute at October meeting. Announce Silent Auction once again and encourage members to bring their items (plus completed bid sheets) to the November meeting as early as possible, so the committee can set up. Hopefully, some can bring their items mid-afternoon! Remind people that additional bid sheets can be downloaded from their internet newsletter. [See sample Bid Sheet.]

Advise members that **opening bid** should be **50% of ORIGINAL VALUE OR LESS**. The idea is to start low enough so that items will be bid up. Also, a low starting bid guarantees that each item will end up with a buyer. (There are many more items than buyers.)

Prepare your own donation(s) and, if you wish, visit a few merchants to ask for donated items or gift certificates. Give each merchant who donates a **Donor Request Form**. [See sample form.]

Contact St. John's Church to ask if we can have the ENLARGED social hall for our November meeting – the hall we generally use combined with the one next to it. Contact maintenance person at St John's for time and table set-up. [See **DIAGRAM for table set-up.**] Ask Linda Blanco to make the contacts and requests. She knows the people at St. John's and what we need.

(Tables should be in place by 3:00 pm. You will want to start setting up at **3:00 pm to be ready by 5:45 pm**, when the auction begins.)

NOVEMBER: Place reminder in November Newsletter plus copy of Bid Sheet. Ask president to distribute a mass e-mail one week before the meeting to remind people to bring their items plus completed bid sheets.

Collect the following materials that you will need at the auction:

1. Plastic covers for the tables
2. Easels for pictures or other props
3. Scotch tape
4. Sharpened pencils – lots of them!
5. Scissors
6. Extra Bid Sheets
7. Three cash boxes (shoe boxes?) with at least \$10-\$15 in each. Keep track of this “start” money and retrieve it BEFORE counting total earnings
8. 3 Calculators
9. Pads of paper for calculations + pencils
10. Stamped OGGC thank you notes to send to merchants who have donated
11. Plastic and/or paper bags

NIGHT OF AUCTION

Set up tables if the maintenance people haven't already done so or haven't set up enough. Cover each with table with cloth.

Working with categories, such as “Household,” “Garden Supplies,” “Books,” “Food,” “Plants,” etc., set up tables attractively, with Bid Sheet taped next to each item. Make sure each Bid Sheet is filled out correctly. Place a pencil next to each sheet.

People start looking and bidding BEFORE the meeting begins, usually those responsible for hospitality. So be ready by **5:45 pm**. Bidding will continue until about **7:30 pm**, interrupted only by the business meeting.

Ten minutes before the Auction ends (before speaker presentation), announce that any **item WITH NO BID** on the Bid sheet will be **THAT ITEM**. Have committee members read, to cross out original price and fill in its 50% equivalent. Round off to the lower dollar amount.

Announce when it's “5 minutes before closing” (to help give people a five minute notice, if possible.)

Announce end of Silent Auction. Have members circle last name of bidder on each bid sheet.

END: Ask people to check items they've bid on to see if they have won. Have people bring those item(s) plus bid sheet(s) to the **Check-out Table**.

Also announce that items that have NOT sold should be picked up by donors. If unclaimed, items will be donated to Goodwill or another charity.

Have committee member start counting money, even before all the money is in. When total count is taken (after "start" cash has been removed), give money to Treasurer. She will count it again at home and report back to the Silent Auction Chair ASAP.

Encourage members who brought merchant items to write thank you notes. Give them the stamped OGGC cards to do so.

AFTER AUCTION: At next meeting, announce Net Profit and Expenses. Thank all members who donated items and who purchased them. Also thank Committee Members and anyone else who helped make the auction a success.

Place ad in January Newsletter, repeating the above.

SILENT AUCTION: 2017

Name of Auction Item:

Approximate Value:

Donor:

NAME	OPENING BID
	\$ _____
1. _____	\$ _____
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

Check _____

Cash _____