

## Benefit Silent Auction Overview

Promote your Benefit Silent Auction by email or website prior to the event. You can also place **Promotional Flyers** in meeting packets, mailings, newsletters, etc. Ask for as many donations as possible to be dropped off prior to the auction so paper work can be completed and the item(s) can be displayed.

Have donators complete a **DIY Donation Form** for each item(s) they bring.

Complete one **Bid Sheet** for each item donated. Print the bid sheets on 2 ply NCR paper so there are two copies when the auction is over. If a bid sheet gets full, simply attach a new blank one to the top making sure to transfer over the last bidder's name/contact info and high bid.

Enter donated by, description and value from the bid sheets into the **Donation/Value/High Bid Sheet**.

Modify, print and place **table tents** randomly among the display of donated items.

Be sure the ending time of your auction is well publicized. Use a loud alarm, a megaphone or your outside voice to be sure everyone knows bidding is closing soon. Begin with a 5-or 10 minutes to go announcement, two minutes to go, 60-seconds to go and finally a "drop your pens" announcement. Consider using volunteers as monitors to make sure bidders drop their pens when bidding concludes.

When bidding concludes, separate the bid sheets, leaving one copy with the item. Take the other copies and enter the winning bid and winning bidder's name into the spreadsheet. Run several winning bid reports (sorted by bidder's last name and be sure to include sub-totals) to be placed in strategic locations.

When processing payments, have a winning bid report handy so you can easily tell how much each high bidder owes by looking up their last name. When bidders pay for their items, they keep the copy of the bid sheet that remained with their item(s) for their records. You keep the other copy for your records.

