

## SPORTS FOR KIDS BENEFIT AUCTION

### VOLUNTEER NOTES

#### SILENT AUCTION

- Each Section has 10-12 items in it. 2 Sections will close every 15-20 minutes after the Live Auction begins – (closing times are noted on the bid list).
- Each item will have a bid sheet in front of it. A minimum bid increase will be shown on the bid sheet. The bidders must increase the bid by that amount or more.
- “Buy It Now” will allow a bidder to put his/her bid number on that line to buy the item for that amount. Whenever you get a “Buy It Now”, remove the item and bid sheet from the table.
- When the time is nearing the closing time for a Section, do not allow a bidder to “freeze out” other bidders. If someone else is waiting for a bidder to make a bid, point to that person and announce that s/he is “in” to make a bid. (“Freezing” is trying to stand in front of an item and waiting until the last moment to make a bid to the exclusion of others. We will support you on this.)
- When the Sections close, pull the sheets and items back. Then do the following:
  - One person puts down the number of the winning bidder and the winning bid on the clerk sheet (this is the sheet that has the 10 -12 items of the Section listed on it). The entire clerk sheets are then taken back to the cashier table.
  - As sections close and winning bids are known, mark a brown sack with the winning bid numbers and put all items purchased by that bidder into the bag.
  - Do not release any bag to a bidder unless s/he shows you the receipt/s for each item in the bag (often near the end of the evening). Make sure that all of the items are in the bag and that no other item is in there.

REPEAT PROCESS AS EACH SECTION CLOSES

IT'S A BIT INTENSE WHEN SECTIONS CLOSE, BUT IT USUALLY RUNS ITSELF

MAKE IT A POSITIVE EXPERIENCE FOR YOU AND THE BIDDERS – HAVE FUN

## REGISTRATION

- Legible printing is really helpful.
- Every person coming in must pay \$5.00 unless they are listed on a sponsor guest list that we will provide to you. (Persons under 18 are free.)
- Every bidder must register and get a bid number. Print their name, address and e-mail address next to the corresponding number that will be their bid number. Give them the bid card once they have registered.
- Around 7:30, bring the admissions bag, the bid lists, and the bid numbers back to the cashier. Any later arrivals can get a number from the cashier table.

IF THEY ASK, MASTER CARD AND VISA ARE ACCEPTED

IT WILL GET PRETTY BUSY WHEN THE DOORS OPEN  
RELAX, WELCOME OUR VISITORS, SMILE, AND HAVE FUN

## RAFFLE

- We will have a few raffle items.
- Ticket prices will be determined and posted by the night of the auction.
- Raffle buyers can put their tickets into the containers in front of the item/s that they hope to win.
- We'll draw for raffle prizes throughout the evening.