



Silent Auction Instructions
2007

TABLE OF CONTENTS

Table Monitors/Closers	3
Supplies and Attire	3
Monitoring Responsibilities (start @ 4:45pm)	3
Closing Responsibilities	5
DO NOT ALLOW GUESTS TO.....	7
ORDER OF EVENTS.....	8

Table Monitors/Closers

Supplies and Attire

- You should wear:
 - Comfortable shoes
 - Attire with pockets or a fanny pack
- Supplies:
 - Wagons
 - Red Pens

Monitoring Responsibilities (start @ 4:45pm)

Step	Description
1	Stay in your assigned area <ul style="list-style-type: none">• When you arrive at the auction, you will receive a map indicating where you are stationed and where to start when your section close
2	Watch tables/items (make sure that all items remain on the table) <ul style="list-style-type: none">• Walk back and forth• Watch for theft• Common items for theft:<ul style="list-style-type: none">○ Jewelry○ Autographed items○ Purse
3	Check Bid Sheets <ul style="list-style-type: none">• Periodically check to see if a guest has entered a guaranteed bid
4	If a guaranteed has been entered: <ul style="list-style-type: none">• Circle the bidder number next to the guaranteed bid with a red pen and draw a line through any other boxes• Turn the bid sheet over so that the pink paper shows the item has been sold• Do not take the bid sheet off the table until the table closes, even if someone has circled the guaranteed bid
5	Watch for people who flip over the bid sheets without making a guaranteed bid <ul style="list-style-type: none">• If this happens, politely explain that the bid sheets cannot be flipped without a guaranteed bid

Section: 1st Silent Closing -Straits of Malacca (Blue)

Package #: 1000

Memory Photo Book of Toddlers at Play

Hard cover memory photo book of young toddlers at play from the T/Th Room 105 playgroup. Book includes 20 pages, measures 8.5" x 11.5" and is professionally bound.

This is a great memory book of your child's school day!

Value: \$25 Minimum Bid: \$13

Bidder Number	Bid Amount
325	\$13
321	\$16
163	\$19
272	\$22
101	\$25
	\$27
	\$30
	\$33
Guaranteed Purchase	
255	\$50

Draw line through other boxes



Circle bidder number

Closing Responsibilities

Step	Description
1	Flip over every bid sheet in your assigned section and collect all pens
2	Watch for people who try to bid after the closing has been announced <ul style="list-style-type: none"> • Politely inform the guest that the bid does not count if it was made after the closing was announced • If there are any issues or confusions contact Chris
3	Go back through the bid sheets and: <ul style="list-style-type: none"> • Circle the winning bidder number in red pen • Remove the white copy • Take all white copies to room 135
4	Tape all yellow copies of the bid sheet to the tag on the item(s) <ul style="list-style-type: none"> • Make sure the item number on the tag matches the item number on the bid sheet
5	Check under the table for any packaging that should be used to protect the item(s)
6	Take the item to the room according to the winning bid number (circled on yellow bid sheet) <ul style="list-style-type: none"> • Room 135 = Bid Numbers: 100-199 • Room 136 = Bid Numbers: 200-299 • Room 140 = Bid Numbers: 300-399 • Room 144 = Bid Numbers: 400 & up
7	If a tangible item includes a gift certificate or if the item itself is only a gift certificate, you will find a "GC" in the top right hand corner of the bid sheet <ul style="list-style-type: none"> • Make sure you tell the check out room that this is a Gift Certificate Item when you drop it off
8	After your section is closed and ALL items have been taken to the check out rooms move on to the next section and help with closing in that area
9	AFTER ALL SECTIONS HAVE CLOSED: Remove all the item displays <ul style="list-style-type: none"> • Item displays are the cardboard posters, wooden frames or glass frames used to highlight the item on the tables (these will be picked up after the items have gone to the check out rooms) • Take the displays to the Item Display Drop Off rooms located on your map

NOTE: Volunteers from the checkout rooms will assist with steps 4-7 during the first two silent auction closings.

SAMPLE BID SHEET

Section: 2nd Silent Closing –Ruby Reef (Red) GC
 Package #: 2005
 Greenlake Grill Gift Certificate
 Treat Yourself to a \$100 gift certificate to the Greenlake Bar and Grill
Value: \$100 Minimum Bid: \$75

Gift Certificate included
 – A physical item may not be included

Package # should match # on item tag

Bidder Number	Bid Amount
345	\$75
121	\$100
263	\$125
272	\$150
401	\$175
	\$200
Guaranteed Purchase	
	\$250

Winning bid number
 Take item to room 144

DO NOT ALLOW GUESTS TO...

- Bid after the section closes
- Write in an amount on a bid sheet
- Turn over a bid sheet
- Remove a bid sheet
- Take items off the tables
- Cross out a bid number unless it is their own number

ORDER OF EVENTS

TIME	EVENT
5:00 PM	Registration and Silent Auction begins
6:00 PM	<ul style="list-style-type: none">• Silent Auction Closing 1: Straights of Malacca (Blue)
6:30 PM	<ul style="list-style-type: none">• Silent Auction Closing 2: Ruby Reef (Red)
7:10 PM	<ul style="list-style-type: none">• Silent Auction Closing 3: Spanish Main (Gold)
7:30 PM	<ul style="list-style-type: none">• Silent Auction Closing 4: Tortuga (Brown)
7:45 PM	Dinner Seating Begins
8:00 PM	<ul style="list-style-type: none">• Closing of Almost Live: Dead Man's Cave (Black)
8:00 PM	Welcome, Recognition and Honor - Live Auction
10:00 PM	Check Out