



SILENT AUCTION GUIDELINES & TIPS

Anyone who has attended a fundraiser should be familiar with the grand daddy of fundraising activities... The Silent Auction. It is a great way to keep guests entertained and keep them at your event until the auction ends!

HOW-TO:

1. After collecting auction items or baskets items donated by individuals or businesses, display them on tables and on a neatly printed card or sheet attached to the basket.
2. Describe the contents of each basket or items, its total value, and the name of the donator.
3. Next to the item(s) show the Value and a starting price, on a "Bid Sheet". Label both the sheet attached to the item and the Bid Sheet with the same number to identify it. The Bid Sheet should include a line for the participants name and phone number, along with their bid amount.
4. After the Auction is closed, all Bid Sheets are gathered and taken to the area where the MC will announce the name of the highest bidder. For large events, it may not be necessary to make an announcement, have bidders check the sheets they bid on.
5. The highest bidders will come to a table you have assembled for payment and pick up of the items.

TIPS:

- Show a "minimum raise" between the participants' bids, such as "you must raise the bid by at least \$5.00".
- Prior to closing the silent auction, announce that the Silent Auction will end in ½ hr and keep announcing the time left in 10 minute increments. If there is a lot of activity, consider extending the closing for a few minutes to get those last bids in.
- Set up to accept payment of credit cards!

*Bringing the Saints marching home while raising money for local charities
and young adults with cancer and other life threatening diseases.*