

## 2015 Procedures for Silent Auction – P.I.E. Fishing Tournament & Derby

**Volunteers:** Volunteers are needed to solicit pre-determined areas/territories ... see prior list

You will need a committee to help collect items and to prep items for the auction.

You will also need approximately 12-15 people for event day (3-4 for set up, 2-3 for mid-day and 6-8 for end of day

**Supplies:** There are 4 tubs and 1 box of supplies (in one of the tubs) with a content list, 9 art racks & 1 easel in the storage unit.

**Start up meeting:** I would suggest having the first meeting early in the summer, by June or July. Volunteers need to meet and decide who will solicit what area/territory. You will need to work with the entire Derby event team to determine who is covering which area. This is to eliminate a donor being called on more than one time. There is a donor list from this year that can be given to all volunteers. It includes donor contact info, Hooker info & item donated. Determine where all collected items will be stored. (A past option has been to store @ DJ's Dads house but I found it easier and better for record keeping to keep the items at my house) The committee chairman should distribute the forms used when soliciting for items. There is a Madams Letter, Principals Letter, Thank you Letter (known as the Hooker tax ID form) and the Donation Form. You should also include an informational flyer for the event and a Kid's Sponsorship form. When soliciting, give them the Madam's & Principal's Letters, the Donation form, the flyer and the Kid's Sponsorship form. **DO NOT** give the Tax ID form until you collect the donation. When you collect an item, give them the Thank you/Tax ID Letter and complete the Donation Form and keep that with the donation for your records. Also try to get marketing items when picking up donation, such as business cards, brochures, menus etc. The Silent Auction chairman and her committee will need to coordinate picking up items from donors, from general meetings, from Century 21 & Traders Hitching Post and from other Hookers. The SA chairman should keep a detailed spreadsheet of all donations received (see this year's for reference). It is important to work closely with the Chinese Auction chairman – you can help each other when collecting items and can also give each other items that would be best for the other auction.

**Second meeting:** Discuss how collections are going – who needs to be called, what needs to be picked up, any issues/problems. Chairman should track donations on spreadsheet as they are collected. Be prepared, a lot of items come in right before the auction. I started by making an excel spreadsheet of items that will be collected...Numbered them 1-50 for baskets, 51-100 for art, 101-150 for gift certificates, 151-200 for misc. and 201-250 for fishing/boating. As I collected things, I logged them in the spreadsheet and tagged the item with the same #. I just used a post it note, not the actual # tags in case I needed to change or combine something later. I used a 3 ring binder & clear plastic sleeves for gift certificates collected. The goal is to

FINAL  
11/4/15

(5 TOTAL BINS)

get all items collected 1 week before the event and to have each item be valued at \$100 or more, individually or combined. If you have items of lesser value, they should be given to Chinese Auction. Don't be afraid to share items with Chinese Auction – it is to everyone's benefit. Prepare sign-up sheets (1 for volunteers to solicit for items and 1 for event day, sometimes these volunteers will do both). Have the Call Girls pass around the sign-up sheets at the general meeting. I suggest doing it for 2 months in advance of event day.

You will also need 2 or 3 Square Up credit card readers (Katie Fischer and Theresa Kramer supplied these in 2015) and 2 or 3 i-pads/i-phones (Theresa Kramer supplied these in 2015). You will also need to have approximately 200 bid sheets. Check the storage tubs because most of the bid sheets were used in the 2015 Silent Auction. These were ordered from Tag This in Ft. Myers – contact is Pat Holt. His office # 239-437-1010 & cell # 239-896-8281. They were \$50 for 200 carbon copy sheets.

**Final meeting:** The committee chairman should get supplies from storage unit and confirm all items are there (content list in a tub). You can purchase additional items needed & get reimbursed, but you should advise event chairman if something major is needed before you purchase it. Discuss how end of day will be handled...see notes in event day. Discuss your arrangements to get all items to the event. Usually have your committee pick up the items the night prior to event day and deliver to the site at 7 am the next morning. Get your committee organized as to who will be handling what job, for set up and especially for end of day.

**Two to three weeks before the event,** get your committee together to prep items for the auction. You may need to put some baskets together (you can get a few baskets from the Chinese Auction, the storage unit or you can get a few needed items from PICC Thrift Store – talk to Cindee Tolliver). You will need to copy all gift certificates for display – keep all originals in a separate file that can be used to hand out to winners on event day. (you can use the binder with the clear sleeves for the originals and put them in numerical order ) Make sure you indicate the correct item number from the spread sheet on both the copy and the original gift certificates. You can put original gift certificates in baskets if you are combining them with other items and they will be enclosed in a plastic wrap. You may also need to combine some gift certificates to make the value over \$100. There are plenty of picture frames/displays to use. Fill out all bid sheets and tag item with corresponding # (there are labels that have "Look for #\_\_\_\_" to use on items). Bid sheets need to have item, item #, donor, value, minimum bid & bid increments filled out. You should put the minimum bid amount as the first bid, otherwise bidders don't pay attention to it. You can use your judgment on minimum bids or use a percentage of the value. In addition to bid sheets, some baskets will need an index card or tag of some sort, attached, listing all the items in the basket. Don't forget to get all the clipboards ready by attaching a pen. Be sure to test the pens. There are plenty more in the supply tub.



**One week prior to event day**, begin completing the baskets, start getting the bid sheets on the clipboards and making sure the Excel spreadsheet is up to date. Try to get all the final donations.

**About 3 days prior to event**, I emailed a donor list to Office Max (corner of Pine Island Rd. and Nicholas Pkwy, it's listed under Matlacha Hookers). You may need to check with Office Max a week or so before to see what their schedule is. They printed a poster size donor list – I had them laminate it. You can also have them print just the sheet and tape it to the previous foam poster board. I put this poster on the easel so we can really show it off and show our appreciation to all the donors.

**The day before the event** get the art racks from the storage unit. Once the main tent is up, you can put up the art racks so it's done and you'll be ready to start hanging art the morning of the event. You can hang the pictures by drapery hooks or zip ties, or clothes pins. Be sure to use some kind of padding if you are hanging art work with no frame. You should be able to zip tie the art racks to the tent poles. Also the day/night before the event, have your committee load their vehicles with all the supplies and items. Plan a meeting time for event day (7 am)

**Event day:** Chairman and her set up committee should meet at event – normally 7am. Start by setting up tables (need a minimum of 12-13) and tablecloths. Set up items along with bid sheets on a clipboard w/pen. Hang all artwork on racks and put clipboards on table next to racks. We used a set of sawhorses set on a plastic tarp to set up several really large paintings. There are also quite a few display stands to put smaller artwork on and then set on table w/clipboard. Hang any signs/banners. Display 8 x 10 notices on bright colored paper as to how the bidders should collect the item. **NOTE:** make sure you have heavy duty cutters for zip ties when you disassemble the art racks & signs, scissors do not work! Have your original gift certificates put away in safe place for end of day along with "cashier" items. You will need Square Up credit card readers, i-phones or i-pads, calculators, a cash box, pens, red markers.

Have your mid-day committee basically be table guards. They should keep items/clipboards straightened up for easy bidding access. Answer any questions that bidders have and also check on the bid sheets to see if a new (continuing) bid sheet is needed. If people aren't bidding on items after a certain time, think about lowering the minimum bid. During the day, have event chairman announce bid ending times and procedures. **Get your bank and cash box from the treasurer at least an hour before bidding ends and make sure your cashiers have been trained on the Square Up credit card readers.**

The end of day process has been changed and improved each year. Any new ideas for less confusion would always be welcome. Suggestions for next year. Announce 15 minutes prior to end of bidding how the bidders should claim their item by taking the clipboard with both copies

to the cashier. Then have it announced that bidding is closed and that bidders should take the clipboard and both copies to the cashier table. (Note: you should have empty tubs under the tables for the cashiers to put the empty clipboards) When bidding ends, have 4-6 members of the committee stationed around the area so they can immediately mark a line under last bidder's info on both copies so that no one else can bid. Leave both copies on the clipboard. Have 4 cashiers...1 for cash, 1 for checks and 2 for credit cards and a separate person to hand out gift certificates. **(Important—have training on the credit card process prior to the end of the day)** Every cashier should have a copy of the donor list. Some people picked up the items they won w/the clipboard, some just got the clipboard. Once the winner has paid, the cashier should mark both copies paid and what form of payment (cash, check, credit card) and the cashiers initials. (You could also have the cashiers for the credit cards, list each amount collected on a separate piece of paper) The form of payment is very important for the Treasurer to be able to determine what portion of credit card payments come from the Silent Auction. Cashier should keep the top (white) copy and give the yellow copy back to the bidder. The bidder should then take the yellow copy and go to the runners table. The runner should find the appropriate item, verify the number with the yellow sheet, and give the item to the winner. You will need at least 3-4 runners. Once every one has picked up all items, count your bank (twice) and give it to the Treasurer, count again with her. You/committee member should be prepared to take leftover items home. Load your vehicle with items then disassemble art racks, load them up along with supplies. Clean up your area after you have everything loaded. The day after the event, you/committee member should make a list of items not picked up. Confirm that we can do this again, but we brought all items to Century 21 – contact Suzanne Tomlinson. Then contact winners, tell them to pick up at Century 21, usually within 3-4 days then if they don't pick up, contact 2<sup>nd</sup> highest bidder etc. Then arrange to get this money picked up & brought to the Treasurer. If you still have any unclaimed items, advise Madam and event chairperson & hold for future events. You will need to update your donor spreadsheet with the sold prices for all items and get copy to event chairman, Treasurer and Madam. This list can then be used for next year's event.

## Comments

Some questions asked were:

Can we have a "buy it now" price for items? This was discussed in 2015 but discarded the idea as not a good idea. Can we end the auction in shifts similar to Chinese Auction? We thought it could work to have the Silent Auction set up in 2 sections, one closing early (1:30?) for people that don't want to stay at the event all day and one closing at normal ending time. This was

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discussed in 2015 and decided against as it would cause too much chaos for people still trying to bid on existing items and would be in conflict with the Chinese Auction announcements.

It was also suggested to have the Treasurer assist with the cashiers at the check-out tables.

I would also suggest getting some local bids for the printing of the bid sheets. Tag This was reasonable (\$50 for 200) but he is in Ft. Myers and I thought we may be able to get a bid from a print shop on Pine Island. Pat @ Tag This said he would deliver the bid sheets to Traders Hitching Post but in the end I had to go pick them up at his office in Ft. Myers.

The end of event day was somewhat chaotic with the bidders waiting in line to pay and pick up their item. But I think with the suggestion for next year, (see End of Day Instructions) it will work more smoothly. The payment part of the process was pretty smooth. It might be a good idea to set up the tables with the items in some sort of numerical order so it would be easier for the runners to find the item. It is important to have signage that indicates to the bidders how they should claim their item as well as having it announced a time or two during the day. We did have saw horses in place that indicated which line was cash, check and credit card which kept things a little more orderly.

#### END OF DAY INSTRUCTIONS FOR THE VOLUNTEERS

- Set up 4 tables for the cashiers and one table for the runners. ( It might be a good idea to bring extra card tables or folding tables for the cashiers)
- Bidding stops at 3:30 pm
- Volunteers should draw a line **under the last bid on both pages of the bid sheet.**
- Bidders can pick up the clipboards with both copies and take to the appropriate line at the cashier table. ( Some people will also bring the item)
- Cashier will accept payment, mark both copies PAID, the form of payment (cash, check or credit card) and the cashier's initials. Cashier should then keep the white copy of the bid sheet and put the clipboard in a tub.
- Bidder will then take the yellow copy to the runner table. The runner will verify that the item has been paid for and go to get that item for the bidder.
- If the item is a copy of a gift certificate, the cashier that accepted payment should have the bidder go to the cashier that is holding the original gift certificates.
- Volunteers/overseer will need to load the remaining items to take home and make calls to the bidders that were not present. The items can then be transferred to Century 21 for the bidders to pick up. (Verify with Suzanne Tomlinson at Century 21 if this is ok) If not picked up within 3 -5 days, the second bidder up on the bid sheet should be called.

2015 SILENT AUCTION SUPPLY INVENTORY—4 TUBS

Clear Plastic Sleeves in Notebook

Construction and tissue paper

115 Clip Boards

8 Plastic Tablecloths

10 Picture Frames

Popsicle Sticks

5 Basket Wraps

3 Calculators

Tape

Rubber Bands

3 Stamps and pads

Pens, pencils & Markers

Ribbon

Clothespins

Drapery Hooks

Zipties

18 Large Picture Stands

5 Small Picture Stands

Stapler & Staples

Stickers

Envelopes

14 Bid Sheets

Index Cards

3 Plastic Easel Stands

1 Plastic Tarp

Signs

## 2015 WRAP UP REPORT FOR SILENT AUCTION

The Silent Auction made about \$7000.00 this year.

I have reviewed the spreadsheet and highlighted the areas that had the highest bidding. Those areas are (1) the big baskets with liquor and gift certificates, (2) fishing charters, (3) hotel stays, (4) dinners out, (5) golf outings, (6) dinner or shelling cruises, (7) services (septic pump out, fitness club (8) and various nursery products. However, the items that had lower bids were many and that certainly added in to the total amount collected. We had too many items left over with no bids this year. And too many items that people did not stay to see if they had won. Thank goodness for Suzanne Tomlinson at Century 21 for allowing us to bring those left-over items to their place of business for winners to pick up the item.

Some of the specific art work sold well but we had a lot of the art work left with no bids at all. The art that went well was the fish placemats, metal fish wall hanging, snook wall hanging and the "Florida" or "tropical" themed pictures.

Even though some of the gift certificate donations were not in large amounts, they were combined to make baskets that brought in higher bids. And we should not neglect some of our annual local donors like Mango Tango, Cape Tool and Tackle.

**Need to look at how to get the donations in and finalized at least a week prior to event day.** This year, both the Chinese Auction and Silent Auction had an overload of last minute donations. If a person has never been overseer to one of these categories, they have no idea how much work still has to be done and how stressful it is to get the late donations. I know we don't want to refuse any of our donors, but everyone that is obtaining donations need to make sure those donations are in on a timely basis. The donations need to be in no later than a week prior to event day.

The end of day for the Silent Auction was pretty smooth, but I discovered that there was one step too many in the collection of the item. My suggestion for next year would be for the winner to pick up the clipboard with both copies of the bid sheet (after the Silent Auction volunteers have drawn a line after the last bid) and bring it to the cashier. The cashier will collect the payment, mark the bid sheet paid, keep the white bid sheet and give the yellow copy back to the customer. The customer then will take the yellow copy to the runner to obtain the item (if the customer has not already picked up the item).

In the following years, the Silent Auction should have at least 2 overseers, with a committee of at least 2 more people. This committee should be responsible for obtaining the donations, managing the spreadsheet, completing the forms and getting the baskets made for event day. The committee will need at least 8-10 more volunteers for event day set-up and end of day procedure.