

# Silent Auction Coordinator

**Description:** The silent auction is a Friday activity in the Harvest Building, generally for members. Bidding for the auction begins at about 7:00 PM culminating at about 8:30 PM. It is held at the same time as the Preview Party.

## Duties

1. Develop/edit entry forms for quilt show merchants, and other contributors. (In 2013 I found this wasn't strictly necessary—I just tracked the donations on a list.)
2. Create a master list of donations—specifically, the item description and the name of the donor. If the donor owns a business, request a business card or, at a minimum, the name of the business to put on the bidding sheet. If they give you a retail value, note that on your master list.
3. Request space in Harvest Bldg. from Layout Chair. Usually we have set up the Silent Auction in a corner of the Harvest Bldg. near the stage.
4. Request tables, chairs, etc. from Equipment Coordinator. (Usually, the tables requested will be re-used on Sunday for the Live Auction.) In 2009, I requested six 8' tables.
5. Create or order signage from Signage Coordinator. Please include procedures for the auction participants to follow during the auction, and a thank-you display for all business cards of contributors. Heidi Sandkuhle has foam boards with stands to use for the signage.
6. Order table linens from Equipment Coordinator.
7. Solicit Silent Auction items from local merchants, PVQA members, etc. via PVQA newsletter, local contacts, member businesses, etc. Make announcements at PVQA meetings in the fall. Monitor items for variety and quality. You may need to combine smaller valued items and auction them together.
8. Update bidding sheets—type name of item, name of donor and give each item a number corresponding with your master list of items. The master list will be used to track payments at the end of the auction
9. Obtain supplies from Equipment Coordinator, or purchase those items not in our locker inventory. (In 2013, we brought tape, pens, large marker and scissors, file cards, sticky dots).
10. Determine starting bid for each item. Past years have used 10% of the value as a starting bid. If you start bidding too high, you may not get any

bids. Write the starting bid on each bidding sheet. Bidding increments should be whole dollar amounts (no cents allowed), write that on each bidding sheet as well.

11. Friday, 3:30 PM begin display set-up. Work with volunteers/committee members. Bring stands or boxes that can be used to display smaller items. Quilts and wall hangings need to be hung or draped for better viewing. We used the trellis on the stage and quilt stands. Tape down bidding sheets in front of each item with the item number. Pin or tape a small card or adhesive dot with the item's number on each item so that bidders can see which item goes with which bidding sheet. Cover items on tables just until before the Preview Party starts.
12. Run the Silent Auction at the Preview Party. Announce when the bidding starts, make one or two announcements during the auction to remind people to come make their bids, and then announce when bidding is closed.
13. As soon as you close the bidding, ask everyone to move away from the tables, cover the tables and collect the bidding sheets as quickly as possible. Write the name of the highest bidder and the final amount on your master list.
14. Ask the winners (they usually know who they are) to come to the payment table to collect their items. In 2013 we accepted payments of cash, check or credit card. The Bargain Garden Chairman handled the credit cards. She deducted the tax from the Auction income after the show. Work this out with your Treasurer before the auction.
15. Clean up the area and make sure all winners have collected their items. Ask the Live Auction Chairman if they want to use the tables (they probably will), otherwise, take the tables down and put them in the proper storage area.

## **Publicity**

1. Write article for PVQA's newsletter, Trailing Threads, to solicit items for auction.
2. Contact PVQA Affiliate members for opportunity to contribute items for Silent Auction—emphasize that they will receive publicity in the Show Program and at Preview Party. (In 2009 this was done by the Affiliate Chairman. She gave me a list of vendors who volunteered to donate items to the Silent Auction. ) In 2013, vendors gave items to the raffle held during the show, a few also donated to Silent Auction.

## **Follow-Up**

1. By March 15, write thank-you notes to all contributors.
2. For March issue of Trailing Threads, write article thanking contributors and including comments by happy participants.

Note: If unable to complete any of the above, please contact the Quilt Fair Chair in a timely fashion.

In 2013, we considered doing a raffle instead of an auction. Preview Party attendees could buy tickets as they do during the Quilt Show and the first number drawn would get to pick a prize. We also considered having a ticket box for each prize and drawing during the evening. We decided to stick to the silent auction because we had not publicized a change from the traditional auction, but considered that a raffle was a lot less work! Apple Piecers donated the proceeds from the Silent Auction to the Guild.

Write up a report to include in the red binder—what worked, what didn't and include photos of the silent auction set up for future chairmen.

Updated 2013 by Apple Piecers