

# Live Auction Chairperson

Requirements: good writing and computer skills

## Job Description

September-October—print up auction entry forms and make them available at meetings. Speak at the guild meetings about the rules for submitting entries for the Auction and remind the members about using the online entry form. Apple Piecers, All Stars and the Hospice group will have a limit of 3 per group. There will be a maximum of 50 quilts allowed to be entered this year in the auction. First in does not necessarily mean a guaranteed placement of your quilt in the auction. The Live Auction Chairman/s reserve the right to select which quilts will be included in the Live Auction. Small quilt groups or individuals will be allowed ONLY two entries in the Live Auction. If a person is part of a small quilt group that is entering a quilt or quilts, that individual can enter ONLY one quilt, but that quilt can be a donation or a consignment. When filling out a written or using an online form, the choice you make for donation or consignment is FINAL. There will be NO changes from that point on. If there is an error in your selection, you need to notify the Live Auction Chairperson immediately. Otherwise the selection will stand as is.

Middle of December—Send a letter to the auctioneer and assistant prior to the January meeting requesting their services for our quilt show.

At the end of January, call and touch base with auctioneer and assistant to make sure they are on track to provide their services at quilt show.

January 31<sup>st</sup> deadline --- Guild members and/or must have entries with an attached quality photograph of the quilt to be submitted. Double check with Apple Piecers, All Stars and the Hospice group for their entry forms. Review all submissions for the auction and pick a maximum of 50 quilts with a broad range of interest.

By the end of the first week of February, meet with a helper and review all entries and put them in an "auction order". That means - put them in order according to their perceived general interest and save the ones with the most interest for last. Make sure each quilt has an appealing description.

By early February begin writing auction copy in preparation for the printer. Upon finishing auction copy, email it to the Program Designer so that it can go to printer. Work with Layout Chairman for the auction quilt area.

Week before the Show, buy gift cards or gift certificates for Auctioneer, assistants and touch base with them by phone/text.

Check Auction Registration forms to see if more need to be printed. If so, take sample to Kinko's and order 50.

As quilts are received, attach the quilt number to them. If the quilt is a “Buy Now” quilt, attach the “Buy Now” label at this time.

Check the supply of pins for hanging quilts, pinning on numbers and pinning on description copy. Buy more if needed. Also have adequate supply of **CLEAR** (available at Costco) plastic bags to bag sold quilts.

Week of the fair: Make sure the Auction Treasurer has activated the Visa card. This is supposed to happen automatically but it’s good to check base with her.

Thursday: go to Fairgrounds and tape floor, put up stands. Do not allow too many tables to be set up until the quilts are hung. In 2014, too many tables were set up and they were too close to the quilts along the back wall to maneuver around them while hanging quilts. Based on what you have in terms of space, go home and arrange quilts on paper in advance by placement on stands.

Develop a list of probable final quilt prices for each quilt and give to the auctioneer on Sunday to guide opening bid amounts, etc. This price list should be done by the Live Auction Coordinator and an experienced member of the guild. This can be done after the Preview Party or Saturday.

Friday: go in early and take in auction quilts. Have a work area ready to accept the quilts, put their numbers, “Buy Now” labels (if it applies) and descriptive labels on and then put them in the pile according to their hanging position. A suggested layout should be in place in several locations for the hangers. Make sure the descriptive labels are hung with the proper quilt and at eye level. However if the quilt doesn’t look good, then make changes in the layout and make sure the descriptive label is moved as well. Set up Auction information table.

The Auction Treasurer will present the “Square” and cash box to the Chairperson/s prior to the start of the Preview Party. The Auction Treasurer will collect the cash box at the end of the Preview Party.

Saturday: Keep auction table staffed and supplied with forms, pens, waste basket and pertinent cell phone numbers available, etc.

Sunday: Take down quilts about 11:30 am and fold them in such a way that the quilt number shows on top. Pack up quilt stands. Attend to auctioneer and assistant. Buy sandwiches and drinks for Auctioneer and assistant. Numerical arrange the folded quilts on 3 tables at the right side of building near the stairs of the stage. Hang number signs on these tables. Set up 3 tables for the bagging area to the left of the stage and the clear bags, etc. Arrange the cashier area in front of and the left of the baggers.

Post Auction: “Square” for credit cards, handing out quilts, taking in checks, cash.

Post Show:

Turn the cash box and “Squares” back to the treasurer at the end of the show.

Write live auction report. Include any photos of layout, auction, etc. See previous examples.

Calculate total revenues, revenues to consigners, revenue to PVQA.

Write a letter to each consigner or donor and state sale price, amount of enclosed check etc.

Give finished letters with stamped envelopes to fair treasurer for issuance of checks.

Write thank-you notes to all volunteers – can be emailed to them.

Write and send a thank you letter to the auctioneer and his assistant along with the gift card/gift certificate.

Write a summary report for this year's auction and recommendations for the following year.

For more detail to some of the job parts, see the section titled "Important Job Descriptions".

Updated 1-2015