

## **Silent Auction**

1. Decide on a charity to donate the funds raised from the Silent Auction. Establish a percentage of the funds raised that will be retained by the Guild.
2. Design rules and regulations for the Silent Auction to include: bidding procedures, contacting winners, payment, pick up of items, etc. Arrange for a contact person and telephone number for off site bids on items. Decide on what will be done with items that receive no bids.
3. Prepare Submission Forms for the Silent Auction (to include a description of the quilted piece and information about the quilter). Distribute to Guild members. Include forms and rules and regulations on Guild web site.
4. Promote Guild members to donate quilted items for the Silent Auction.
5. Coordinate the Community Charity Quilt to be made by the Quilt Show Committee.
6. Prepare daily bid forms for each item and master list to record final bids.
7. Provide a floor plan, signage and equipment requirements list to the Facilities Portfolio Leader.
8. Secure racks and drapery through the Members' Show Portfolio.
9. Provide a list of volunteer duties to the Chair for coordination of Volunteer Duties Information sheet.
10. Finalize volunteer schedule to assist in displaying the items, to supervise the bidding at and the receiving of items to successful bidders, within the final weeks before the show.
11. Coordinate the display of items for the Silent Auction. Have information about the charity available at the Show.
12. Monitor bidding throughout the show and change up the display to entice bidding on slower items.
13. Contact winners of each item after the Show closes and encourage pick up of items between 3-6 pm on the last day of Show. Collect payment and issue a receipt. Forward all payments to the Treasurer.
14. Keep attendance of volunteer shifts.
15. Send thank you letters to Guild members who contributed items to the Silent Auction.