

Auction Planning Check List

- _____ 1. **Two Month** before the auction you should have a location booked.
An invitation format with location, date, time and details should be faxed or emailed.
- _____ 2. **One Month** before the auction you will receive your invitations, posters and flyers.
You are responsible for mailing the invitations and placement of posters and flyers.
- _____ 3. **Two Week** before the auction a phone committee should be set up to phone your invited guest to remind them about your fundraising event. Calls should be made 1 week prior to the event.
- _____ 4. **One Week** before the auction we will need to schedule a time to set up the art.
- _____ 5. **One Week** before the auction you will need to organize a volunteer list.
_____ 5 people to help unload and set up the art.
_____ 5 runners to assist State of the Art personnel during the auction.
_____ 5 people to help reload the truck after the auction.
_____ 3 people at the registration table.
_____ 4 at the cashier table.
- _____ 6. **One Day** before the auction you will need to gather some supplies.
Prepare signs to post outside the building where the event is to be held.
For the room set up: _____ 25 to 30 2x8 banquet tables.
_____ Table clothes (can be paper) for all of the tables.
_____ 100 3" paper or styrofoam cups for art set up.
For the registration table: _____ 2 wide black markers for assigning bidder numbers.
_____ Note book or registration book to register your guests.
_____ Golf pencils for guest to make notes in their catalogs.
_____ 2 part perforated tickets for raffle and door prize.
_____ 2 containers for drawings. (fish bowl, basket, etc.)
_____ A cash box for admission money.
- For the cashier table: _____ an adding machine with tape.
_____ 6 to 8 ball point pens.
_____ A signed check (or a person present that is authorized to sign checks), from your organization.
This will be necessary if the total amount of checks written to your organization exceeds the total commission due to the organization.

The Day of the Auction, our driver will arrive at your location at the pre-determined set up time to unload and set up the art with help from your volunteers.

The Night of the Auction, The auctioneer and driver will arrive fifteen minutes prior to the preview. At this time the auctioneer will go over the responsibilities of the people at the registration and cashier table. The driver will go over the responsibilities of the runners.