

**Silent Auction****Supersedes**

Original - Standard Operating Procedure for Silent Auction

**Current Lead**

Barb Wilhelm

**Job Description**

The lead of the Silent Auction is responsible for coordinating with FQ and ET donations the events for a successful auction. This function coordinates all efforts with the Chairpersons of the Quilt Show. All leads are responsible for maintaining any assigned budget targets.

The Silent Auction lead is a volunteer position.

**Procedure**

The following table identifies the actions to be performed and the individual or function responsible.

*Preparation*

Item	Action
1.	Recruit volunteers to assist in the preparation of the silent auction.
2.	Announce at the guild meetings the need for donations to support the silent auction. This should be done no later than June prior to the Quilt show.
3.	Provide articles for the June and September newsletter to the Newsletter Chairperson requesting donations.
4.	Print documents for the event – Donor Form, Bidder Information Sheet. Provide Donor Form at General Meetings.
5.	Order or borrow long table for bidder sheets during the show. Quilt Chairperson will identify member responsible for ordering tables.
6.	Secure, at a minimum, six quilt stands. Sources to check are: Katie Bopp, Allison Bachman, Suzzie Schuyler, Sharon Kirchmar, and Sue Luddy.
7.	Assign team member to keep all the silent auctions items donated for both guilds until the night of set-up.
8.	Maintain list of donated items on Silent Auction Tracking spreadsheet.
9.	Create paper labels on colored paper with the donor name. Numbering scheme should be: P1 (purse), W1 (wall hanging), L1 (lap quilt), T1 (table runner), C1 (clothing), M1 (miscellaneous).
10.	Order supplies for the Silent Auction station. (See below for detailed listing of supplies.)
11.	Recruit members to manage the Silent Auction station during Quilt Show. Advise <i>Worker Sign-up</i> subcommittee lead.

**QUILT SHOW CHAIRPERSON**

	<b>Item</b>	<b>Action</b>
<i>Friday Night Set Up</i>	12.	Recruit five people to assist with check out process. Check out team must be organized and can follow instructions well. Two person team to organize computer spreadsheet and pull bidders purchase sheets. Three people to fill donor purchases.
	13.	Obtain black sheets from the Quilt Show chairperson.
	14.	Set up quilt stands/hang sheets.
	15.	Set up small tables to display items such as purses.
	16.	Create bidding sheets with name of items and number. This can be done in advance of the Set Up night.
	17.	Document numbers of the items on the tracking spreadsheet.
	18.	Add number associated to the bidding sheet on the item and hang/display item. Keep paper tab consistent in the same location (bottom right – bottom left).
<i>During Show</i>	19.	Set up small table for volunteers to sit and check out at the end.
	20.	Assign bidder numbers to guests as requested.
	21.	Accept cash and checks from bidders.
	22.	If 'buy it now' items are removed from display, rearrange to make table presentable.
<i>Check Out Process</i>	23.	Money is collected from the treasurer several times a day during the show. Treasurer will give the team instructions at the event on how it will be handled.
	24.	Close off the silent auction area at 2:30 PM on the last day of the event. Ensure check out team is available at this time. See <i>step #12 under Preparation</i> .
	25.	Collect bidding sheets.
	26.	Enter final bid information into tracking spreadsheet.
	27.	Sort tracking spreadsheet by bidder number – calculate all the items the bidder has purchased.

*After the Show*

Item	Action
28.	Spreadsheet person works with one person to read the numbers the bidder has won/purchased. All items the bidder has won are stapled together. After the bidders items have been documented on the bidder form, the form is given to a 'puller'. The puller locates the numbered item from the display area and marries with the bidding sheet for that item. Have second person validate that the correct item(s) are pulled and put into the bag(s). Staple the paperwork to the outside of the bag(s).
29.	After everything is tabulated and put into the bags, the silent auction area is opened for pick-ups.
30.	Pullers will ask the guest what their bidder number is, locate bag with items and direct the bidder to the paying table.
31.	Once bidder has paid they can collect their items.
32.	Breakdown the Silent Auction station. <ul style="list-style-type: none"> <li>• Return black curtains to Quilt Show Chairperson</li> <li>• Return quilt towers to owners.</li> <li>• Return tables.</li> </ul>
33.	Return items not picked up to team member if requested on the donor sheet.
34.	Log items that were not picked up by the bidder. Contact bidder by phone or email to coordinate the delivery and payment of the item.

**Supplies**

- Pens – multiple for each table
- Highlighters
- Pants and Coat Hangers
- Fabreeze
- Ribbon for Roping Up a Line to Hang Clothing
- Scissors
- Silent Auction Sign (see previous lead)
- Stapler/Staples
- Safety Pins
- Calculator and Money Box
- Bags for Distributing Items to Winning Bidders
- Step Stool
- Table Cloths for Tables

**QUILT SHOW CHAIRPERSON**

---

<b>Item</b>	<b>Action</b>
-------------	---------------

- Laptop & extension cord if needed
- 

**Previous  
Chairperson**

---

Barb Wilhelm & Marian Miller	2013
Barb Wilhelm & Marian Miller	2015
Becky McKee (ET)	

---