

# Silent Auction Coordinators

This is a two-person job.

## Responsible for:

- Providing guidelines for silent auction items to members, newsletter, and website.
- Collecting auction items up to the day of set-up.
- Preparing numbered bid sheets and numbered labels for each quilt.
- Decide with the quilt show committee opening bids and bid increments.
- On set-up day, pinning the quilts to a black sheet.
- Attaching a number to each quilt to correspond with numbered bid sheets.
- Overseeing worker schedule provided by Show Chairs and arranging coverage for any unassigned times.
- Collecting bid sheets about an hour before the close of the show.
- Taking quilts down, leaving numbers on quilts, and attaching bid sheets to quilts.
- Collecting payments for quilts, removing number from quilt, dispensing quilt to patron and attaching payment to bid sheet.
- Double checking that all payments have been received.
- Submitting collected funds to Treasurer with the bid sheets.
- Calling any winning patron not at the quilt show and arranging for pick-up or delivery.
- Returning unsold items to makers.
- Providing a summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

## Materials Required:

- Bid sheets
- Pencils

## See separate file:

- Sample Bid Sheet
- 2011 Auction Report