**Silent Auction Checklist**

Ideally, four "key" co-organizers to

a) manage donations solicitation and all promotions,
b) manage collection of items, and track and catalog items,
c) work on bid sheets and manage the auction crew,
d) coordinate with the caterer, take in orders, and manage dinner crew

**Phase 1**

- organize a committee for soliciting donations
- decide on time and day of the event with band teacher
- ask PTA to apply for facility permit
- decide on one location where donations need to be mailed, sent, or collected
- write solicitation letters
- narrow down a list of places to solicit donations
- create a google doc accessible to the committee so that there will be no duplication of efforts
- send out solicitation letters
- ask all parents if they would like to donate items or know somebody who would; provide parents/school community with the solicitation letter/donation form

**Phase 2**

- talk to potential caterers
- decide on items to be catered at the event
- on the same google doc, track down progress of the solicitation; if successful, note down item descriptions, donors, and person i/c of donations, actual price, and suggested auction price
- get donations that cannot be mailed or delivered
- take in donations and note down the items on spreadsheet according to categories
- start writing the catalog of items, spending a lot of time on writing up the item to make it sound desirable; think of pricing.
- start a binder for certificates/vouchers
- start a binder for all returned donation forms (to reference again when cataloging and for thank you’s)

**Phase 3**

- decide on layout of the auction
- layout of the food, drinks and dessert bars
- invitee lists
- write flier and get it translated
- two rounds of fliers to school communities
- promote via e-tree starting a month before the event
- promote via EC Patch
— finalize program with caterer and Ms. Carrico
— write event program (check the names of the band members and the instruments that they play; check the names of donors that need to be mentioned on the program; check the program sequence; check the pieces that the band will play; check to make sure that Ms. C’s bio is current)
— photocopy program

**Phase 4**
— take in the dinner orders, count the money, and set up a list of names of who have paid what amount, update this list constantly
— finalize categorizing the items on the catalog and assign an item number, making sure that each category starts with a new series number
— photocopy catalog
— print the catalog descriptions on labels
— write up and layout the bid sheets
— print the bid sheets
— write up the categories in big print for use on the day of the event

**Phase 5**
— get the supplies needed to organize the bid sheets on the day of the event
— get the supplies needed for dinner portion of the event
— get the supplies needed for the auction portion of the event (decorations, pens, tape, etc)
— get volunteers to run the auction: 6 to set-up of items, 6 to watch the tables, 3 runners, 4 people to help do the tally, 2 cashiers;
— get a master of ceremony and work on a script for him or her

**Phase 6**
— get volunteers to run the dinner: 2 for reception, 1 point of contact for beverages and drinks, 6 servers, 1 usher, etc.
— talk to custodians and after-school folks about how the room set-up should be and what to expect on the use of the multipurpose room on the day of the event
— clean up

**Phase 7**
— send out thank you’s
— accounting
— post event write ups
— post event follow ups: second online auction, etc