

## Houseparty Auctions- Live & Silent

The NAME Board of Trustees holds an Auction at the Convention each year. (Please refer to Committee Members Section of this Manual.) The Board appointed Auction Chairman takes care of the only Auction to be held at a **Convention**.

### NAME Policy

- I. **Silent/Live Auction requires pre-approval of the Board of Trustees.**
- II. **The Silent Auction/Live Auction shall only be held at a Houseparty; not at a Convention.**
- III. **The Silent Auction/Live Auction may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset houseparty expenses or increase the income of the houseparty.**

### Important Requirements:

- ❖ **NAME will provide a staff member to handle receipts of money from the Auction.**

### Expenditures:

The budget does not include funds for a Silent/Live Auction.

### Silent/Live Auction:

The Hosting Committee for a **HOUSEPARTY ONLY** may request approval from the Board of Trustees to conduct a Silent Auction or Live Auction as a NAME fundraiser or to offset houseparty expenses. Houseparty Auctions will be open to registered attendees only and will not be held during hours open to the public.

- **Silent Auction:** The Hosting Committee may schedule a silent auction, during any time frame that is most convenient for the Committee and attendees, except during hours open to the public. If an auction is scheduled at the same time as the sales room, classes or theme luncheons, then it should be open at least 30 minutes after the close of the workshops, theme luncheons or sales room to allow time for the dealers or instructors to bid as well. Do not hold staggered auctions during these hours. Experience has proved that if an auction ends during the middle of sales room hours or in the middle of a workshop, members will leave the room to get in their final bids which is unfair to the dealers and/or instructors. Try to hold the auction in a private location since it is for registered attendees only. You may consider holding a silent auction during registration hours. If you have an exceptional item or two, feel free to set a minimum bid on the item. (Sept. 2017)
- Should you receive a donation of a large dollhouse or two, you may want to consider placing them on a table in the registration area and open it to bidding immediately. The auction bid sheet should clearly state when the final bidding on the house will end. Stick to the stated time.
- **Live Auction:** The Hosting Committee may schedule a live auction during any of the 3 main meal functions or during a time when no other activity is scheduled. It will be open to registered attendees only. Be aware of the time limitations for holding extra activities

*Section 6 Houseparty Silent/LIVE Auction – Sept. 2017*

during meals. (June 2015)

The success of the auction is totally dependent on how well the Houseparty Auction Chair does with soliciting the items.

- I. Solicit Auction Items:
  - A. Solicitations may go to clubs and newsletter editors for addition to their newsletters.
- II. Personally solicit from dealers, workshop instructors, friends and other personal contacts as well as on-line appeals.
- III. Acceptance of Auction Items:
  - A. Acknowledge receipt of donation intent with a postcard and/or email thanking them for donation.
  - B. A general “Thank You” should be given to Souvenir Book Chair to include in the Souvenir Book as most items are received on site and not known ahead of time.
  - C. Times are scheduled at the Houseparty for acceptance of Silent/Live Auction items, usually at each Registration period. Receipts should be given to each donor.
  - D. Send a reminder postcard and/or email to all donors you have solicited six weeks prior to the Houseparty indicating where they should drop off their donation and thanking them for their participation in this fundraiser event.

#### **Display of Silent/Live Auction Items:**

- I. The display area should be prominent, secure and attractive.
  - A. The sales room/exhibit room provides an excellent secure area.
  - B. Label each Silent/Live Auction item with name of donor. Be certain to include every name on the original donor form.
  - C. Anticipate unexpected donations to be delivered at the event. It is not uncommon to receive many without prior notice.
  - D. Anticipate travel space and time limitations when planning the artistic side of your presentation for the night of the Banquet. Bear in mind that you will have a short time to prepare and set up the display in the Banquet Room.
  - E. If you are dividing the Auction into two groups, consider placing the groupings on separate walls so participants know which auction items are ending first.
  - F. Prepare pre-printed “Do Not Touch” and “Cover not Included” tent cards.
  - G. Prepare a separate bid sheet for each donation. A sample bid sheet is located in the Forms section of this manual. The bid sheet should contain the name of the piece, donor’s name, Minimum Bid Increment and space for the bidder to write in their name or bidder number and the amount of the bid. Determine ahead of time what bid increments you will use for each item (ie: \$1.00 or \$5.00). Place a bid sheet in front of each item along with an ink pen for your bidders to record their bids.
  - H. You may have a fabulous item in your auction that you would like to use for a LIVE Auction item instead. Approval from the donor, if attending is required before pulling an item for a Live Auction. The item must be pulled before bid sheets are placed.

### **Conducting your Silent/Live Auction:**

You want the auction to move QUICKLY. Announcements should be made frequently throughout the evening reminding attendees to bid. Make announcements to remind guests that bidding will to end in 10 minutes and again at 5 minutes. Expect a last minute rush to place bids. Announce when bidding is closed.

- I. Be sure you have a plan in place for removing the bid sheets. This is a huge job and you will need plenty of help.
- II. As soon as the announcement is made that bidding is closed, have the volunteers gather the sheets. Go through each bid sheet and circle with a colored marker or highlighter the winning bidder number and/or name and amount.
- III. Plan ahead for the announcements of the winners. Take the circled bid sheets to the podium and have your presenter slowly and clearly read the title and donor of the donation and the winning bidder number and/or name. The presenter should hand the bid sheet to a volunteer who will pass it to the winner to take to the table set up for receipt of payment.
- IV. If there is no winner, wait a few seconds, call the winner's number and/or name again then set the bid sheet aside until the end to repeat. If still no response, then the person with the next highest bid will be announced as the winner.
- V. The NAME Office Staff or a representative of the Board of Trustees will collect the bid sheet and payment and mark the bid sheet PAID.
- VI. The bid sheet will then be handed to a volunteer to escort the winner to collect their winnings. The bid sheet is then returned to the NAME Office Staff member.

### **After the Convention/Houseparty**

- I. Submit a written summary, including recommendations, to the Hosting Chair.