

Silent Auction Sale Instructions

- Equipment goes in the Dye Lab and textiles go in the hall
- Each item is assigned a number and the number is attached to the item
- Each item has a bid sheet with a corresponding number
- Each bid sheet has a description of the item ex. Yellow Bedspread
- Each item has a minimum bid
- Each bid sheet has a pen
- Announce that bidding will close at 2:00 at 1:45 & 1:50 & 1:55
- At 2:00 have several volunteers highlight the highest bidder
- Leave bid sheets with the items and ask the winners to take the item and sheet to checkout (cashier keeps the bid sheet).
- At 2:45 pm any items that have not been picked up and paid for by the winner, will be gathered up and put in a plastic bin and put in the office. NO Silent Auction items will be left out in the front hallway during the Bag Sale.
- If the item is too big a carry to check out have winner take bid sheet to check out and come back with a paid receipt to pick up item.
- Call all winners who have not been picked up by 2:45 pm and tell them to come in on Monday 9-5 pm
- Signs to be posted:
 - Silent Auction
 - Bidding Closes at 2:00 pm
 - Winners are announced at 2:05 pm
- Items can be picked up 2:05 – 2:30 pm or Monday 9-5 pm

Other:

Snacks and Drinks are available in the Kitchen for Volunteers.

“Volunteer Shopping” checkouts will be available from **1 & 2 & 4 – 5:00 pm**.
Checkouts will close promptly at **5:00** to prepare for the Preview event at **6:30**.