

SILENT AUCTION PROTOCOL

BCAHA holds a silent auction at conference to raise money to assist with conference expenses and day to day operational costs of BCAHA.

Each Member Auxiliary (while not obligated) is asked to donate an item(s) with a minimum value as established by the conference chair.

Conference Chair designates a Board Member to oversee and coordinate the silent auction. The Board Member will seek assistance from one additional Board member and from the host auxiliary. This group will be known as the “committee”. It is recommended the committee tend a table outside the entrance to the silent auction area to receive and record items as they arrive.

THINGS YOU NEED

1. Master List
2. Bid Sheets
3. Blank stickers or labels for numbering
4. Masking Tape or Painter’s tape
5. Pens (preferable over pencils)
6. Highlighter pen
7. Coloured paper and markers for signs
8. Stapler

BCAHA Treasurer will provide bid sheets, Acrylic pocket holders for business brochure advertisements, cash box and change. All cheques should be payable to BCAHA.

STEPS:

1. Only the committee chair or her designate(s) shall receive and record all items on a master list giving each item a number on the master list, the bidding sheet and the actual item. Names and contact information for donors of large items received from a business shall be recorded to facilitate appropriate acknowledgement from BCAHA. The designated Board member shall have custody of the master list.
2. Complete the bidding sheet with a short description of the item and starting bid. Determine or include minimum bid (generally 20% of retail value). Also determine if minimum increments greater than \$ 1.00 will apply. (i.e. if item is valued at more than \$ 100 apply a \$ 2.00 increase and \$ 5.00 for any item over \$ 150.00 in value.) Display items attractively and arrange as suitable. Tape bid sheets down as close as possible to auction item.

3. Have committee monitor tables periodically to ensure bid sheets remain with item and minimum increments are in place. Add a second bid sheet if necessary.
4. When bidding time ends have committee circle the closing (winning) bid and draw a line through the empty space so no one can add their name after closing time.
5. Have committee sort sheets and arrange alphabetical by winners surname to facilitate quick identity of person collecting their items. Staple sheets together if anyone has won more than one item. That way the winner(s) need pay only once.
6. Have winners announced, cordon off the area and ask people to wait until the 'bankers' are ready. Clearly display instruction that cheques are to be payable to BCAHA. As people pay, committee collects their item(s) for them.
7. Deal with leftover items. Prepare for derelict bidders who don't want to pay for things they bid on. Contact the next person on the list.
8. Total up gross revenue.

MAXIMIZING REVENUE

Maximizing revenue is particularly important since BCAHA only holds a silent auction annually. Consider adding a component to increase the profit. Implementation of either of the following suggestions are at the discretion of the Board of BCAHA.

Idea # 1: Pre-Auction Bidding.

Pre-Auction bidding means publicizing auction items prior to the event. If BCAHA garners one or more impressive auction items (e.g. expensive gift baskets, B&B vacation package, golf package, jewelry) consider advertising these items at registration desk and offer pre-bidding on one or more items. The top pre-auction bid is carried forward to the opening bid when auction opens to all delegates.

Idea # 2: VIP Auction Preview.

The idea is to offer a select group (e.g. Member Auxiliary Presidents only) the chance to preview the items and place their bids while enjoying limited refreshments 30 – 60 minutes prior to general opening.

(See next page for Master list format)

MASTER LIST - BCAHA SILENT AUCTION - APRIL, 20__

NUMBER	DESCRIPTION OF ITEM	VALUE OF ITEM	DONATED BY (INCLUDE NAME OF BUSINESS AND CONTACT PERSON)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			