



DISCUSSION ITEMS FOR FUNDRAISING AUCTIONS

1. What is the name of your organization? _____
2. When is your event? _____
3. Where will your event be held? _____
4. What time does the event start? _____
5. Is there a Silent Auction? _____
If yes, what time does it close down? _____ Would you like for me to close down the Silent Auction? _____
Are you closing it down in sections? _____
6. What time does the Live Auction start? _____
7. Is there a theme for the evening? _____
8. What is the dress for the audience? _____
9. What is the dress for the auctioneer? _____
10. Will there be a podium for the speaker and auctioneer to use? _____
11. Do you have Bid Spotters? _____ Do you need me to hire a Bid Spotter(s)? _____
If yes, I can get bid spotters for the evening at \$350 each.
12. Do you have an adequate number of volunteers for check-in, check-out, cashiering? _____
13. Do you have bid cards or bid paddles? _____ If not, I can provide them at no charge.
14. Do you need bid cards? _____
15. Do you have someone to show and display the tangible items? _____
16. Are you going to do a PowerPoint Presentation for your non-tangible items? _____
If yes, do you have a digital projector, laptop, and screen? _____ If not, I am able to provide these items at \$75.00 each.
17. Have the attendees already received a copy or short sampling (i.e. vacation properties or trips with date restrictions) of the items included in the Live Auction? _____
18. Do you have your catalog or a short list of the items listed on a website? _____
19. How many Live Auction items do you have? _____
20. How many people are you expecting to attend your event? _____
21. Do you have a professional sound quality public address (P.A.) system? _____
If not, I can rent one for \$150.00 for the evening.
22. Will there be a "wireless" handheld microphone for the auctioneer? _____
23. Will there be a speaker before the Live Auction? _____
If so, how long will he/she speak? _____ (recommend a very short welcome/speech)
Who will introduce me? _____
24. Are there any reserves or minimum bids that have to be reached prior to me selling an item? _____
If so, how do you want these to be handled? _____
25. Are there any items we can sell twice? (i.e. trips/cruise packages that were purchased) _____
26. Do you want me to ask for donations after the Live Auction? (i.e. \$100 hero) _____
27. Are you going to be selling any raffle tickets or 50/50 cash splits for additional fundraising? _____
28. If you are selling 50/50 Cash Split Raffle tickets, will you be drawing the winner prior to the start of the Live Auction (strongly recommended)
