

**AUCTION PROCESS**

*Before, during and after auction, please remember that you’re helping to make sure no auction items “walk” out the door – thanks!*

**Setting Out Auction Items**

**Unpack** auction items out of bags, boxes unless they would display well as is.

Put any **packaging underneath the table** auction item is placed upon (i.e. packaging stays w/ item under the table)

**Gift Certificates will not be displayed**; they will be held in alphabetical order at the

 Registration desk. Gift Certificates will have a description and bid sheet only.

Distribute all items among the auction tables in center of the tent. Mix wine in with

 Non-wine items. Make the arrangements pleasing to the eye.

**Place Descriptions in Frames, keep bid sheet with Frame**.

**Find each sheet’s matching item** and put Frame and Bid Sheet in front of item on table

**Record Table # of each Lot Item on Master Auction Lot Sheet –** give to registration for data base entry

**Pens** – place a pen next to each and every bid sheet

**Auction In Progress – Table Sitters**

-Monitor Tables (ensure items don’t “walk away”; answer questions, keep table neat)

-Check bid sheets to see that:

 -minimum bid was followed

 -bid increments were followed

-Second Bid Sheet needed: staple second bid sheet under full one if needed. Put “see next sheet” at bottom of full one. Please put Lot Number, Table Number and Item Name on second sheet in case they get separated.

**Auction Ending and Auction Check Out/Payment – Table Sitters**

-Tables will begin closing in 15 minute increments or so beginning at 3pm

-Tables Closings will be announced 5 minutes before Closing, and at Actual Closing.

-At Actual Closing, collect bid sheets of closed table and take to registration table.

-Return to closed table and monitor items. You may begin packaging up items on closed

 table.

-Do not give an item to a person unless they show you a Receipt marked “SCI,” “paid” and with a volunteer’s initials. Reference the Lot # and Table # and/or Item Description to make sure it is the correct item. Give the item to the winner and KEEP THE SCI RECEIPT for our records.

 (see next page)

**Auction Payments - Check Out Volunteers & Auction Runners**

-Cash, Check or Credit Card (Visa, Mastercard, American Express) accepted.

 Checks payable to Stowe Charities, Inc.

-Call up person’s Bid Number from database.. It should aggregate all of their winning bids. Tell the person the total amount.

-Take payment

-Print TWO COPIES OF THE RECEIPT

-Mark one recipt “SCI” , “PAID” and Initial one copy w/ your initials and form of payment.

 Give the SCI Receipt to Auction Runner and have them accompany Winning

 Bidder to tables to retrieve their items. (If super busy, the winning bidder can take SCI Receipt to the Auction Table Volunteer.)

-Auction Table Volunteer needs to verify Lot #, Table # and Item Description from

 “SCI Receipt.” Table Volunteer should initial the SCI Receipt and include date

 each item was picked up/given to winning bidder on “SCI Recipt” and keep for

 our records.

Note – If winning bidder has several items, runner will go with winning bidder to each table to collect all of the items. This Volunteer should initial and date the “SCI Receipt” and keep it for our records.

Gift Certificates should be picked up at a separate table, just past Auction Checkout.

 No Gift Certificate should be released until paid “SCI Receipt” is collected.

Please bring all SCI Receipts back to Registration Table.

Please save all papers to bring back to Stowe Charities – even if they look like they’re junk.