



# SILENT AUCTION HELPERS

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

### Responsibilities

---

It is very important to attend a meeting for Silent Auction Helpers on **Tuesday, March 5<sup>th</sup> at 7:00 PM at the Learning Center**. There are too many details to go over at the last minute on the day of the Gala. It is very important for all Silent Auction Helpers to attend this meeting especially since there are some new features.

Encourage Gala goers to stop by the receipt file by the south east entrance door to see if they got winning bids.

Committee members can take turns being on hand during the Silent Auction bidding/viewing, to answer questions monitor Silent Auction tables from 3:00 p.m. and throughout the evening and assist with Silent Auction closings.

**4:45 pm Gala Night** : Six individual Silent Auction Helpers need to eat early with the serving committee

**Tuesday March 14<sup>th</sup> at 7:00 PM** : Silent Auction meeting.

- We will decide which six individuals want to eat at 4:45 p.m. on Saturday. (Individuals who do not eat at 4:45 p.m. can sit with your spouse and/or friends for dinner from 5:45 – 6:30 p.m. )

#### **EARLY EATERS :**

**4:45 pm Gala Night** : Six individual Silent Auction Helpers need to eat early with the serving committee. (Assigned at Tuesday's Meeting)

**At 6:15 p.m.** : the individuals who ate early will meet in the Development Office to update the list of buyers' names and numbers.

- Auction Helpers will make any changes on the original name lists as per changes at-the-door. (Please take copies of lists, pencils and a basket to other Silent Auction Helpers and also two or three copies of ticket buyers/bid #s to Auctioneers and Grand Auction helpers).

#### **LATE EATERS :**

**By 6:45 p.m.** : **All Silent Auction Helpers** are to be by the Silent Auction tables to be ready for final bids and the closing of the First Section.

**7:00 p.m.** : The First Section of the Silent Auction will close & continue to close approximately every 30 minutes thereafter so **please be at the tables at those times to assist**.

#### **WHEN IT IS TIME TO CLOSE A SECTION :**

- The scoreboard timer will sound to indicate the last five minutes to bid.
- The second sound of the scoreboard will close all bidding.
- The Silent Auction will close at seven times or in seven sections.
- Once sections or tables close, buyers are to stay out of that section of the Auction.**
- The sections will be ribboned off so Silent Auction Helpers can process bids.

**Helpers will not reduce auction item prices** on items that do not get bids. Inform Joani or Alissa of such items. Minimum bids and values will not be changed without her consent. Hopefully, there will not be a need for this.



**Scan the Code to View or Print All Committee Responsibilities and Gala Updates / Information!**

SILENT AUCTION HELPERS  
Last Updated 1/16/2024



# SILENT AUCTION HELPERS

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

Report any buyer of after-buzzer bidding to Alissa should you witness any. After-buzzer bidding will need legitimate witnessing to be enforced.

Silent Auction Committee members will work in pairs of two. So, when the Silent Auction closes, choose your partner and be ready to process bids sheets in this way:

- After each section is closed from bidding, one or the other of the pair will look up the buyers' name on the name list provided; one will write the buyers' name and final bid on the bid sheets on lines indicated. **(Be sure to get the correct bid number and correct final buyer) and do not inadvertently mix up two numbers.**
- The second person of the pair will immediately pull off the top two sheets of the bidding form per item-the white and yellow sheets. The pink copy is left by the item. Separate them and place them into the two color groups in baskets. **(It is very important to make sure no copies of bid sheets are missed from any auction items. Be certain to get the white and yellow bid sheets off of every item.** If items are accidentally removed by the buyers and all 3 copies of the bid sheets go home, there is no sale record of those items). The buyer can have the pink copy when picking up their gift after the item has been matched with the yellow copy and paid for.
- The "Runner," or Kristi (unless she is busy with something else) will collect from each Helper's basket all white sheets only. The Runner/Kristi will deliver the white bid sheets to the Sales Clerks in the Learning Center as quickly as possible so they can record the sales. The Runner can put 20-30 white sheets together to take to the sale clerks at a time. The Runner will take the white sheets in several groups to Sale Clerks and not wait until all white sheets for that section have been collected. The yellow copies of the bid sheets will remain in the baskets per Silent Auction section is processed, then given to the Silent Auction helper filing purchased bid sheets per buyer. (The Runner can help process bid sheets if there is a time of waiting between.)
- When a Silent Auction section is closed and all white copies of bid sheets have been given to the Sale Clerks, Silent Auction Helpers can take the yellow sheets to the bid sheet inventory table by the south gym door/next to the Silent Auction area for temporary sort for auction buyers to pick them up or Silent Auction Committee can distribute them.

When the Sale Clerks have recorded the white bid sheets, they will place them in a basket/box at the Clerk's table. Once all are accounted for, Alissa will get the original bid sheets with other auction records at the conclusion of the event.

### NEW SILENT AUCTION FEATURE

A new feature of the Silent Auction this year will be a "Bid & Buy" section that will eliminate the last section closing. You will need to **attend the Silent Auction Helpers meeting on March 15** for those details. It's very important to attend the meeting to know the mechanics of this section.

**BIDS BELOW MINIMUM BIDS WILL NOT BE ACCEPTED AS A QUALIFIED BID.** Lower offensive bids will not be honored. If items have a lower bid than the minimum bid, notify Alissa and she will cross off the unacceptable bid and note it on the bid sheet.



Scan the Code to View or Print All Committee  
Responsibilities and Gala Updates / Information!

SILENT AUCTION HELPERS  
Last Updated 1/16/2024



# SILENT AUCTION HELPERS

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

Gift Certificates can be handed out to each buyer or should be placed in the Silent Auction receipt file by the door. They **should not be left to lie on a Silent Auction Table**. Be sure to take the time to fold down the tape so gift certificates do not stick together. Gift certificates have been lost when they stick together and do not get to the right buyer.

Buyers will need to pick up their auction item and pink bid sheet copy by coming to the check-out tables near the Silent Auction.

- Check-out tables will be set up after all Silent Auction sections are closed, to border off Silent Auction tables. This is where buyers bring the yellow copies of bid sheets and Silent Auction helpers will match the item number on the yellow sheet to the pink copy of the bid sheet by the item.
- The pink copy of the bid sheet can be given to the buyer with the item.
- **Silent Auction Helpers, please make sure the right buyers get the right items they purchased.** Make sure the buyer has all the pieces. Boxes for some items are under check out table.

**All gift items will be paid for at the Clerks Tables in the Learning Center by the Sale Clerks' invoice, not by the yellow or pink bid sheets.** There will be the "Speed-Check Out" again this year. Speed check forms will be attached to the auction addendums or picked up at Gala ticket check-in tables by the front door.

### WHEN THE SILENT AUCTION IS OVER :

**Items that do not sell must be immediately taken to the Development Office** at the conclusion of the Silent Auction, rather than left accumulated in the gym on a table. **Keep the bid sheets with them.**

At the conclusion of the Silent Auction, return name lists, markers, and other supplies to the Development Office.

# Thank you!

*The continued success of this event is not possible without the dedicated volunteers and committees that make this event run smooth. We appreciate your part in this wonderful event that supports our Cedar County Catholic Schools.*



**CATHOLIC DEVELOPMENT  
OFFICE**

*Please contact the Catholic Development Office at  
**(402) 254-3912** if you have any questions!*



**Scan the Code to View or Print All Committee  
Responsibilities and Gala Updates / Information!**

**SILENT AUCTION HELPERS**  
Last Updated 1/16/2024