Fall Festival Auction Organizer

Spring and Summer
*Procurement from businesses: Send or email solicitation letters and complete online applications as indicated in the master procurement spreadsheet; Visit businesses in person as you see fit with letters in hand
*Pickup donations as needed
*Set up the auction software for the event and as donations come in add them as items to the auction software

Late Spring and Summer
*Start asking parents for donations (be sure to get letter included in last day of school info and summer mailing); add these to software as they come in
*Remind faculty and staff that we are interested in party boards; add these to software as they come in

Late summer
*Set up event website in the auction software to sell tickets and any other merchandise (t-shirts?); As tickets are sold import the sales into the software
*Start thinking about how to sell procured items; individually, in a raffle, packaged as a group, on a gift card wall, get a parent to use it as a party board, etc.
*Get in touch with Hayhurst treasurer and remind them they will start receiving our money
*Organize auction night volunteers (5-7?) to run check-in/checkout, table closer and data entry positions
*Coordinate event schedule with Fall Festival Chair (know when check-in/checkout and table closing times are)
*Coordinate with Fall Festival Chair on check-in and checkout procedures
*Coordinate with raffle coordinator, parent donation coordinator and party board coordinator and add appropriate packages to auction software
*Track the deposit receipts made from sales
*Pickup donations as needed

Week before event
*Using the software turn all auction items into packages as you desire; keep adding all the various other things that will be sold at the event (i.e. raffle tickets, chinook books, fairy hair, bake sale items); if desired decide which items will be during which closing (we just closed everything as one time this year)
*Ensure that all complimentary tickets are entered into the system (all staff and coordinate with principal on a list of families)
*Create online catalog and have a volunteer proofread it
*Track the deposit receipts made from sales
*Pickup donations as needed
*Week of event
*Assign bid numbers to families that have bought tickets to the event using the auction software
*Organize all auction items by package number so at checkout they can be distributed (i.e. put certificates in envelope by package number) and package any physical items as necessary
*Create bidsheets for each auction package; create undersheets for copying winning bid if desired. ; Create some sort of tabletop item for non-physical items (a picture of the business logo)
*Create Poster for party board sign ups
*Create Schedule signs so attendees know when auction and raffles will be closing
*Create forms for extra sales items like bake sale, jazzy jars and fairy hair
*Set up Go Time to sell raffle tickets (and other items) directly from the storefront
*Get the cardswipes from the office where you told them to be shipped
*Track the deposit receipts made from sales
*Pickup donations as needed

Event day
*Get all the auction items to the eventspace
*Set up tables with physical items (or other tabletop information), bidsheets, undersheets, and pens.
*Hang party board signups on a wall
*Set up gift card wall
*Set up check-in table (needs: laptops and power; no sun glare; bid number supplies; cardswipes)
*Train any volunteers how to use auction software during the event
*Provide volunteers with dinner and drinks
*Have runners bring sales sheets from extra sales
*Be the point person on answering questions from event goers and volunteers about the auction
*When tables close have table runners to circle winning bid on each bidsheet; follow whatever protocol you decide and bring bidsheets to data entry people to enter into the software
*Have volunteers move all physical items to checkout area
*Get checkout started when most data is entered into the auction software and distribute the auction items
*Solve any disputes from participants
*Save all the bidsheet and party board posters
*Take home all unclaimed merchandise

Day after the event
*Double check that all party board data got entered in correctly (for some reason these ones always get messed up)
*Sanity check that the rest of the charges look right; coordinate with Fall Festival Coordinator that everything has been entered
*When you feel confident run the credit card charges using the software (be sure to change the return e-mail to point to you) and then wait for people to find where the errors are and issues refunds as necessary
*Congratulate yourself on making it through; throw a celebration event?

Weeks following event
*Continue to market open party board slots and other merchandise; add sales and run additional charges until you and the Fall Festival Coordinator call it done.
*When you feel all the money has all been deposited work with the Hayhurst Treasurer to get a check using the spreadsheet you made tracking all the deposits.
*Create a report summary of how things sold for future use; pass pertinent numbers to Fall Festival Coordinator and PTA board