

# Royal Celebration Silent Auction Coordinator Guidelines

## Meetings

- Books meeting place per schedule
- Recruits committee members
- Sends reminder emails and follow-up phone calls to committee members 1 week prior to meeting

## Oversees the solicitation and collection of silent auction items

- Review donation/supporter letters with Royal Celebration Manager
- Review previous year's RFK Donor Master; creates mailing labels from Give Smart Program, formerly Gasture
- Solicit new donors as needed; maintain Donor Master
- Distribute letterheads, envelopes, RFK brochure, mailing labels, and postage to silent auction committee
- Assign a committee member to do follow up telephone calls to donors 5 weeks prior to event
- Collect silent auction shelving and banquet boxes from storage prior to scheduled committee date
- Collect silent auction items from GSLC; follows up with Church Administer on regular basis
- Store all items until delivered to venue

## Packages, names, and numbers silent auction items

- Check supplies for packaging silent auction items and purchase supplies as needed
- Prepare graphics as needed for display easels
- Name and number items per Treasurer's instructions
- Put gift cards, gift certificates, and tickets in envelopes marked with item number; keep in numerical order for distribution
- Arrange for pick-up and delivery of items to venue

## Coordinates with Treasurer and enters items into program. TBD

## Oversees volunteers for set-up and clean-up of silent auction items

- Recruits volunteers for set-up and clean-up of silent auction
- It is recommended that some of these volunteers work the banquet, rather than attend the banquet
- Items are numbered as received, and set-up according to available space, not numerically

## Responsible for helping distribute items at check-out

- Volunteers working the event will be comped a volunteer meal in the assigned room at 4:45 PM
- Check-out has 3 stations, with appropriate runners for collection of items
- Give Smart will electronically review and reduce the price of items which are not selling.
- Assign 2 - 3 volunteers to monitor the silent auction tables
- Silent Auction closes at 7:00 PM, and items awarded will appear numerically on the small screen in front of the banquet room
- Once closed runners need to put the items in numerical order for distribution. TBD