

SILENT AUCTION QUILT COORDINATOR

Things to do!

1. In January or February announce this piece of the quilt show to the membership:
Quilts can be any pattern, but preferably not larger than 28" square.
A sleeve should
be sewn on the back.
2. Send a bi-monthly reminder and update to the News Editor for printing.
Emphasize the importance to participate as a fund raiser.
3. Type up Thank You notes for donators.
Type up the auction Bidder's forms and write 800 numbers in sequence on the stub.
Type up a sheet of large **800** numbers and make a copy for "Card" use.
When the quilts come in, write name of donor on the **800** list and **pin** same **800**
number on the quilt.
4. Take a picture of the quilt with an 800 number visible. (Develop duplicate pictures.)
One for the "Bidding Card", one for the donor with a thank-you note.
Type up the Bidder forms which you must number in two places. **Start with # 1.**
Prepare a sheet with **Bidding Rules**, with a removable space to fill in bottom stub
with Name, Address and Tel. #. and keep this for your records.
5. Make up **large** index cards for each quilt with picture, number of quilt, columns
for bidder # and bid. . Change dates, where applicable on forms.
6. Type up list of donated quilts with number, their makers, dimensions and send a copy
to Artistic Director.
7. Double check on volunteers to work the auction table during reception and the Show.
Volunteer Coordinator will have this task on her list.
8. Hang quilts on black cloth in arranged space. (Three tables and 5 frames were
adequate for 65 quilts.) Pin *bidding index cards* with picture on black cloth on tables.
Make up a **VISIBLE** sign with Silent Auction to display and another one with :
MINIMUM BID ON QUILTS IS \$ 25.00 WITH A MIN. \$ 2 INCREASE
9. Announce winners @ 4:30 on both show days. Have an assistant to help you.
10. Payment must be made at the show before winners can take their quilts home.
Record payment and name of purchaser on the index card. Use the STUB from the
bidder form for Tel. and address to contact winner, as needed.
11. If quilt is not claimed 1 week after the show you may offer the quilt to the next high
bidder.
12. Return second picture to quilt donor with a Thank You note and write the \$ amount
on back of the picture.
13. Keep auction mony separate from other papers.
14. Bidding cards w/picture go to the Quilt Historian after they all have been processed.

BID ON THE QUILT(S) OF YOUR CHOICE

- 1 Obtain a bid registration sheet and fill the bottom section in with your name and telephone number. Tear that portion off and hand it in to a Hostess at the auction table.
- 2 Keep the top part for yourself and read the instructions carefully.
- 3 Each card on the table has a picture with a number attached. Under "BID" you write the amount of your bid and next to that your Registration number.
- 4 The highest bidder at the end of the specified day will buy the quilt.
- 5 Remember to write your bid(s) and quilt # on the spaces on your sheet

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Guidelines for volunteers