VOLUNTEER CATEGORIES

* RUNNERS
* PAYMENTS

DOCUMENTS / MATERIALS

* Item spreadsheet
* Bid sheets
* Pens
* Highlighters
* Item number stickers
* Payment collection (i.e. payment station sign, Credit Card processing system, cash counting sheet, lock box, float, ‘paid’ stamp)

PROCESS

Before the auction:

* Track items on item list as you collect them
* Complete item information on bid sheets
* Label auction items with corresponding item number stickers
* Place bid sheets and pens with auction items, leaving plenty of room between items

During the auction:

* MC countdown as frequently as possible (1 hour, 30 mins, 15 mins, 5 mins, 1 minute count down)
* MC notifies audience on silent auction procedure:
	+ When auction is closed, check the bid sheet to see if your name is highlighted
	+ If you have the successful bid, collect the bid sheet (not the item) and take to the payment station
	+ Once payment is complete, a runner will collect your item for you

When auction is complete:

* RUNNERS highlight winning bid on each sheet
* Winners take bid sheet to PAYMENTS
* Payment is processed and bid sheet is stamped as paid
* RUNNERS confirm payment and collect item for winner