

## Silent Auction Checklist



### Room(s)

- Good lighting
- Plenty of distance between tables (8 feet is enough for people to easily walk past each other)
- Good sound system
- Good MC encouragement
- Buffet table(s) are conveniently located and lines are short – or roaming servers are used
- Bar(s) are conveniently located and lines are short
- Rooms are easily accessible or direction signs are used

### Tables

- There is enough space between items to set each one off
- Items are not “Stacked” (one in front of another)
- Items have pictures or attractive displays to draw attention
- Descriptions are displayed with each item
- Descriptions are large enough to be easily read from 4 feet away
- Descriptions have descriptive headings
- The items’ main features are described in bullet points
- Descriptions are standing up

### Bid-sheets

- Starting bids and increments are pre-printed
- Each bid-sheet has a place for a guaranteed purchase (Buy it now)
- Bid-sheets require bid numbers, not guests’ names
- Volunteers periodically check for skipped bids and guaranteed purchases

### Closing

- Enough bidding time was allowed
- Closing was on time (was not extended)
- The silent auction was closed in sections
- There was a countdown before each closing
- Closings occurred just before dinner or just before the live auction
- Bid-sheets were quickly gathered and processed