

## **Silent Auction & Raffle Committee Chair**

**Mission: To secure donations of products and services to be auctioned off and raffled at the annual banquet.**

Timing: Kick off end of August before annual banquet. Solicit members to bring donations to the September Show or October Annual Meeting. Donations will come in up to the date of the banquet in January.

### Request Process

- Prepare annual letter requesting donations of products and services
- Prepare and update potential supplier contact list
- Email and mail letters. Call or visit within 2 weeks to gain commitments.

### Prepare Donations

- Secure donations and arrange pick up
  - There should be about 40-50 raffle items and 50 silent auction items.
- Design baskets or displays and fill out auction sheets
- Make sure you have enough printed auction sheets. They can be printed at either Office Max or Office Depot. The MPtHA Secretary has the word document that is used. It is printed in a three copy format. Make sure to use the tax exempt number:
  - Office Max – 000590597511
  - Office Depot - 57779798
- Reserve number of tables needed with Banquet Committee for raffle and auction items:
  - 14 tables for silent auction
  - 1 table for raffle items
- Gain commitment from two people to sell raffle tickets during the banquet.

### Day of Banquet

- Set up donations and check out table
  - Bring donations, pens, and auction sheets
  - For check out:
    - Money box (need one)(not supplied by MPtHA)
    - Calculator(s) (need one for each check out person) (not supplied by MPtHA)
    - Cash change
- Choose a minimum of 40-50 items for the raffle.
  - These should be universal in appeal and not the items that can bring in the biggest value in the auction.
- There should be at least 50 silent auction items.

- During banquet, check the auction sheets for activity and add sheets if they are getting full.
- At auction end, group auction sheets alphabetically and conduct check out:
  - Having 3 people to help organize and check people out is ideal
  - Having 3 “pickers” to locate the items and deliver them to the purchasers is very helpful and reduces chaos. To do this, you must have everyone vacate the silent auction room before beginning the checkout process and have only one entrance to the checkout table.
- Maintain a copy of the auction sheet and money collected
- At the end of the auction, give money and checks to MPtHA Treasurer with documentation for income and expenses on reports.
  - We take cash and personal checks made out to MPtHA.
  - Charge cards are possible IF the location of the banquet has a good Wi-Fi connection. MPtHA has a square reader available for this application.