

Silent Auction Solicitation Guidelines

1. First, ask who you would speak to regarding a fundraiser. (Usually it is the manager.)
2. After the manager comes out:
 - Introduce yourself, shake their hand and make eye contact!
 - Tell him/her that you are going to the Dominican Republic on a mission trip with your church and we are having a dinner and silent auction to raise funds.
 - Hand the manager your solicitation letter from LTC (Print your name, phone number and date on it ahead of time)
 - Explain that we are asking businesses to donate a silent auction for the dinner and that we will be promoting the businesses that donate at the event.
3. If the manager is not there, give the first person you talk to the solicitation letter and ask for a business card with the manager's name on it so you can follow up.
4. Follow up with a phone call in one week – if you are not able to speak with the manager, leave a message and try again in a few days.

The telephone follow up is imperative to getting a lot of silent auction items!!!

5. Email Kenna at kenna.dpt@gmail.com when you obtain a silent auction item so she can add it to the list of available items OR add the item to the google Doc yourself.
https://docs.google.com/spreadsheets/d/1Ace4kqCO91o9Ipf82Jn_Vp15AEO4yunkKYaEtOlaVCAA/edit?usp=sharing

You have until Nov. 17th to solicit items. If you go to all your businesses and don't get a good response, check the Google doc to sign up for more businesses or get with Kenna and she can help you sign up for other businesses! You can get out of this however much effort you want to put it.

Pricing your Silent Auction Basket

For Baskets with a total value under \$100 price the basket at 40% of its value by multiplying the price x .40. So a basket valued at \$50 would be priced at $\$50 \times .40 = \20

For Baskets with a total value over \$100 price the basket at 35% of its value by multiplying the price x .35. So a basket valued at \$110 would be priced at $\$110 \times .35 = \38.50

If you don't know the exact value of an item, just guess!

Basket Tagging

Everyone is responsible for creating their own Silent Auction Basket Tags which describe the contents of each basket. This tag should be typed (not handwritten) and printed on cardstock or glued to an index card.

For example:

<p><u>Mellow Mushroom and a Movie</u></p> <p>\$30 gift card to Mellow Mushroom and</p> <p>2 free Movie passes to Rave Movie Theatre</p> <p>Total Value: \$48</p> <p>Starting Bid: \$20</p>

Basket Bidding Sheet

Everyone is responsible for creating their own bidding sheet for each basket. I will email the bidding sheets that the team is to use. You just type in your basket title and contents and print. Handwrite your last name on the back right corner of the bidding sheet so you will get credit for the sale of this basket.

BRING YOUR BASKETS LABELED WITH TAGS AND CORRESPONDING BIDDING SHEETS TO THE CHURCH ON FRIDAY Nov. 17. You may give them to Kenna ahead of time once they are completed if you would like.