



# Kip Toner

BENEFIT AUCTIONS

# Definition

## What is a Benefit Auction?

# Operations: Before

- **Set Goals and Budget**
- **Printing: Forms, Letters, Signs**
- **Committees**
- **Place & Auctioneer**
- **Arrange Storage / Inventory System**
- **Food / Caterer**
- **Permits: City, State**
- **Silent Auction Displays**
- **Live Auction Displays**

# Operations: Before

- **Catalog Preparation and Printing**
- **Prepare registration packets**
- **Sound & lights & AV Specs & Vendors**
- **Entertainment, if any**
- **Print silent auction bid forms and live auction invoices**
- **Arrange for cashiering**
- **Pick Up Items / Certificates**

# Acquisitions

- **Committee**
- **Rally: Form and Letter**
- **Regular Meetings or Check-In**
- **Input to Spreadsheet or Database**

# Attendance

- **Table Captains**
- **Save the Date**
- **Invitations and Follow Up**
- **Reservations**
- **Input to Spreadsheet or Database**
- **Regular Meetings or Check-In**

# Operations: At-Auction

- **Volunteers**
- **Set-Up**
- **Take Down**
- **Sound and Lights and AV check**

# Operations: After

- Thank you letters/notes
- Thank you party for volunteers
- Resolve missing certificates/items
- Pay all vendors
- Collect all A/R and Declines
- Deliver Items/Certificates



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*Adjourn*

**Thank You for Attending**

Kip Toner Benefit Auctions is looking  
forward to enhancing your auction success!