

Kitsap Quilters Guild Auction Opportunities to help

Set –up: 4:00pm to 4:45pm

4 people :

Pick up key at church office at 3:45 pm

Set up 14 tables along the north and east side of the hall in two lines so two people can pass between them comfortably , these are for the Silent Auction items.

It is not necessary to put chairs out for the meeting someone else will do that.

Set up 2 tables along the front, (south), where the Live Auction items are placed, with space between for business meeting and ease of selecting for the auction.

Set Up three tables along the west wall for check in and membership, twenty feet from wall.

Set up one table set up perpendicular to the west wall with chairs facing north, this is for the computer equipment to be set up and warming up for the rush. Making sure the printers work as well.

Have 1 25 foot extension cord, 2 power strips for printers and PC's.

At 7:10 bring another table from check in to be perpendicular to the other, set second PC and Printer all ready to go on this table.

2 people:

Placing numbers along the west, north and east walls in numerical order, then placing an open brown paper shopping bag under each number.

Check in sellers: 5:30 pm

1 person

Be sure sellers have their number card and understand it is also their buyer number.

1 person

Assist with items being placed on the Silent and Live Auction tables.

Member/Buyers Check In: 6:00 pm

1 person

Gives out buyer number and record number on membership list, copied from original not the regular check in sheets.

Silent Auction Close & Pick Up:

5 people

When Silent Auction closes at **7:20 pm**, pick up items with bids on them, deposit item in high bidders bag and bring bid sheet to the data entry table, (the perpendicular one).

Be sure the business meeting lasts at least 30 minutes, with Show & Tell

Data Entry:

2 people

One to sort slips into seller order

One to key in data

When all collected and entered, copy data to the other computer through thumb drive.

Check Out:

4 people

2 to do computer functions and print receipt

2 to be the cash box cashier.

This area should be set up as follows:

Computer, Printer, Cashier, Computer, Printer, Cashier

Have payers line up along the west wall so the rest of the floor is clear.

They can go to the next available cashier from this line.

Live Auction:

1 lively, peppy, funny, alert Auctioneer.

2 people holding up items for bids

2 people recording final bids and buyers numbers and Bid form to data entry table

Clean up:

2 people

To help collect items left to be donated to Purdy, be sure the data entry people have a chance to pick through their stuff before packing it for Purdy.

It is not necessary to take tables down.

Data entry people disconnect equipment, pack it up and get ready for next year!