

## **II. Event Summary**

### **ALL PROCEEDS FROM THE *SILENT AUCTION* BENEFIT THE ILLUMINATOR SCHOLARSHIP FUND.**

The *Silent Auction* Committee is responsible for:

- Solicitation of *silent auction* donations
- Coordinating transportation of donated items to convention sites as well as to auction winners
- Setting up, manning and dismantling the *silent auction* at the convention sites
- Collection of monies raised at the conclusion of *silent auction*
- Follow-up including processing invoices for money owed, thank you letters and *silent auction* activity recap for Illuminator Board membership

Committee staffing consists of the following:

- 1 Liaison
- 1 Chairperson
- 1 Vice Chairperson
- 12 Minimum Committee Members

### **III. Association Responsibilities**

The following tasks for this event will be provided by CGA/WAFC:

1. The association, in cooperation with the Illuminators, will schedule the time, location, set-up and dismantling requirements for the Illuminator *Silent Auction* table.
2. The association will act as liaison with the facility coordinator and caterer. Please note that a contact at the convention/hotel facility should be given to the *Silent Auction* Chairperson to contact regarding delivery/storage of items shipped prior to the conventions.

#### **IV. Chairperson's Shared Responsibilities**

As chairperson, you will be interacting with other Illuminator officers and/or other committee chairpersons as follows:

<u>Illuminator Officer</u>	<u>Responsibility</u>
All CGA and Illuminator Board Members	Board members usually contribute the lion's share of the <i>silent auction</i> donated items. A list of all board members should be updated every year for the solicitation letter mailing.
Sidelite	The Sidelite is the key contact with the association and will relay all event specifications as required. All money (checks, credit card info) should be forwarded to the Sidelite after collection.
Spotlite	The Spotlite selects all committee members. This list of members is first reviewed by the event liaison and then submitted to the event chairperson.

Note: All *silent auction* event recaps (solicitation status reports, collection status reports, etc.) should be forwarded to your Liaison, Sidelite, Spotlite and Tailite.

## **V. Chairperson's Pre-Convention Responsibilities**

Timetable:

### **8 Weeks Prior to Convention**

Finalize *Silent Auction* donation forms to pass out @ pre-convention rallies and prepare for solicitation mailings to CGA/WAFC/Illuminator board members as well as past donators.

See Exhibit A

### **6 Weeks Prior to Convention**

Distribute solicitation letter along with donation form to board members and past donators.

See Exhibit B

Send out *Silent Auction* confirmation letters to potential committee members.

See Exhibit C

### **5 Weeks Prior to Convention**

Confirm committee members and communicate to your Liaison and Illuminator Board. If additional members are needed, the Board will assist in recruitment. All committee members should be contacted regarding any preliminary committee meeting. Committee members can assist in solicitation of donations (especially with target retailers), transportation needs and follow up correspondence in addition to their on-site convention duties.

### **4 Weeks Prior to Convention**

Start Excel spreadsheet of donated items, including donor individual and company represented, description and item value.

See Exhibit D

## 2 Weeks Prior to Convention

Confirm work schedule @ convention and communicate to committee members.  
See Exhibit E

## Prior to Convention

Display Cards and Bid Sheets need to be made out for each donated item.  
See Exhibit F and G

Certificates need to be made out for all donations not distributed at convention, i.e. golf outings with retailers. Certificates need to have contact and/or shipping information.  
See Exhibit H

Large foam boards need to be made ready for convention display of winners.

Note: *Silent Auction* supply box has pencils, scissors, tape, shipping material, etc. for use @ conventions. Supplies should be checked and certificate paper, foam boards will need to be purchased prior to each convention. Receipts must be saved and given to Illuminator Board for reimbursement.

Check with Illuminator Board that all arrangements have been made for *silent auction* table set-up, storage and security of items. Make sure help is available for transportation of items to and from storage area each day of auction.

## VI. Chairperson's On-Site Responsibilities

- Oversee setup and dismantling of *silent auction* table
- Supervise work schedule of committee volunteers
- Attend the scheduled Chairperson/Vice Chairperson meetings
- Be prepared to answer all questions regarding *silent auction* (including hours, volunteer work schedule, transportation arrangements, final closing, Illuminator Scholarship Fund information, how someone can participate in the future, etc.
- Supervise closeout of *Silent Auction* including bid sheet collection, determination of winners, money collection and distribution/transportation of items to winning bidders
- Give final count of money collected to Illuminator Board and turn in all money (checks, credit card receipts) collected at convention to Illuminator Board

## VII. Chairperson's Post-Convention Responsibilities

- Complete the Committee Post Activity Report and Helpful Hints form and return to Illuminator Board
- Update *Silent Auction* Excel Spreadsheet Recap and send updates to Illuminator Board until final collection is complete
- Send thank-you letters to *Silent Auction* committee members as well as to people who donated items  
See Exhibit I
- Send out invoices to *silent auction* winners who specifically requested this prior to payment (i.e. high-ticket golf outings)  
See Exhibit J
- Along with *Silent Auction* Liaison, submit recommendation for next Chairperson and Vice Chairperson when your year's service is completed