The purpose of this notebook is to serve as a guide for the

Silent Auction Committee

The Notebook provides documentation of the Silent Auction Committee’s responsibilities, helps ensure consistency from year to year, and promotes a smooth flow of events.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October Guild meeting.

Thank you for your participation in the guild!

Previous Chairpersons

For

Silent Auction

|  |  |  |
| --- | --- | --- |
| 2006-2007 |  |  |
| 2007-2008 | Cheryl Willis |  |
| 2008-2009 |  |  |
| 2009-2010 |  |  |
| 2010-2011 |  |  |
| 2011-2012 |  |  |
| 2012-2013 | Sue Skornia |  |
| 2013-2014 | Dawn Griffen |  |
| 2015 | Nancy O'Rourke | Penny Blaszcyk & Shirley Holder |
| 2016 | Karen Kunz |  |
| 2017 | Cheryl Willis |  |
| 2018 | Sue Skornia |  |
| 2019 | Sue Skornia |  |
| 2020 | Vacant — no annual show |  |
| 2021 | Vacant — no annual show |  |
| 2022 | Vacant — no annual show |  |
| 2023 | Linda Stright |  |
| 2024 |  |  |
| 2025 |  |  |

**Committee Guidelines** (1-11 are in Policies and Procedures on web site.)

1. The Silent Auction occurs in conjunction with the Annual Capital City Quilt Show held at the R.A. Gray Museum. It usually begins in September and lasts about eight weeks.
2. The maximum number of donated items, depending on sizes, is 42.
3. Items to be auctioned are donated by guild members. No quilt show application form is needed for these items.
4. Any sewn or quilted item is acceptable; i.e., quilts, wall hangings, clothing, bags, purses, pillows, potholders, place mats, table runners, notebook covers, necklaces, ragdolls.
5. Donated items should be brought to a regular monthly guild meeting. The deadline is the last meeting before the scheduled turn-in day at the Museum.
6. Quilts and wall hangings must have a four-inch hanging sleeve and may have a label on the back with a title, quilter or guild name, and date of completion.
7. Bid forms with item identification numbers will be placed on the board before the opening reception. No minimum bids will be placed on bid forms before the opening reception or during the show.
8. Visitors to the quilt show will write bids and contact information on bid forms. Bidding ends about an hour before the show closes on the last day of the show.
9. High bidders may pick up their items at the Museum on the scheduled pick-up day, usually the Saturday after the show ends. Florida sales tax is collected on final bids.
10. The participant responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year’s QU dues gratis. This is based on a single donation, not the total of any one person’s donations.
11. A gift card is given to the Sit-n-Stitch group with the item bringing in the most money for a group donation. The amount of the gift card is dependent upon the budget established for Silent Auction expenses. This is given to the contact person named in the directory and may be used by the group to buy batting or backing fabric for next year’s Silent Auction quilt.

**Duties of Silent Auction Chairperson**

* Coordinate with the Museum Show Chairperson.
* Work with the Museum Staff on displays.
* Solicit and collect donations at guild meetings.
* Establish deadline of last guild meeting before show begins for final turn-in.
* Set up spreadsheet for donations (copy to Museum Monday after turn-in).
* Set up spreadsheet for final bid information (day after show ends).
* Coordinate delivery of quilts to high bidders on the scheduled pick-up day at the Museum and contact those who need quilts shipped.
* Announce in guild newsletter the name of the member with item receiving highest bid and the Sit-n-Stitch group with item receiving highest bid.

**Alternate Duties for an Alternate Annual Show at LeMoyne Arts**

*Adapt the instructions where possible from the procedure for the Annual Show at the Museum of Florida History.*

Work with the Annual Show Coordinator and the staff of LeMoyne Arts to determine things such as:

* The number of items that will be permitted in the Silent Auction
* How items should be submitted
* How items will be displayed
* When items need to be delivered to LeMoyne Arts
* The date, starting time, and ending time of the auction
* How bids will be collected
* Staffing requirements for the auction

Put issues on the Steering Committee agenda for clarification of alternate procedures, e.g., will there be a prize for the item that receives the highest bid.

Write newsletter articles and present information about the silent auction to members during Guild meetings.

Work with the Annual Show Coordinator, the staff of LeMoyne Arts, QU’s website coordinator, and Publicity chairperson to help spread the word about the silent auction.

Recruit needed help for the time of the auction.

Be present to help with the auction and answer questions.

**Work Schedule**

**Six** months before the quilt show opens, make announcements at guild meetings and place articles in newsletters encouraging members to make an item for the Silent Auction. Make a list of members who plan to donate a quilted item.

**Newsletter submissions**

Note that all submissions to the newsletter must be written exactly as they will be printed. The e-mail address for the Newsletter editor is newsletter@quilttallahassee.com

Newsletter deadlines are posted in every newsletter and can be viewed at

quilttallahassee.com.

**Website Submissions**

Website articles or dates are submitted to the Website Coordinator at

webcoord@quilttallahassee.com

These must be written exactly as they will be posted. Website postings can be made at any time, but expect a delay in the submittal of your item until its actual appearance on the website. You can request that urgent messages be sent via “e-mail blast”.

**Spreadsheet for Donations (**Sample spreadsheets are in binder.)

1. Identification letter(s) for each item - matched to set of two fabric letter(s)
2. Space for Museum number to be added after show starts
3. Category of item

4. Description of item (colors, images)

5. Length & width (indicates vertical or horizontal hanging to Museum Staff)

6. Title or name of item (create name if no label is attached)

7. Name of donor

Each item will be assigned a letter as identification (1-26 are A-Z, others AA, BB, CC …). A matching letter will be written on a piece of fabric and pinned to the item. A second matching letter(s) will be pinned to the pillow case. The Museum will later assign numbers to the items according to the order in which they are displayed. The Museum numbers should also be added to the spreadsheet after the show starts.

**Donations to Silent Auction**

At guild meetings, announce number of donations received so far and remind members to bring theirs to the next meeting.

As donations are brought in, enter them on spreadsheet and exhibit them at guild meetings to help in soliciting participation.

If items need to be turned in on the quilt show turn-in day, members should give the chairperson the information needed for the spreadsheet for donations ahead of that day.

**Final Turn-in Day at Museum** (Same as quilt show turn-in day)
Bring hard copy of donation spreadsheet, tablet of paper, pen, scissors, needle, thread, safety pins, muslin sleeves, tape measure, muslin for tags or labels, and fabric marker.

Bring items already received in pillowcases – several may go into one case. Pin a muslin label on the exterior of each pillowcase. The label may read: “Silent Auction 1 of 4”, for example, to assist the hanging crew. Keep them separate from the quilt show items. Leave them at the Museum. (Ideally, a pillowcase should be provided for each item, to make your day easier when they are picked up and purchased, and to assist the staff when they remove them from the wall.)

By the Monday after turn-in day, e-mail the complete spreadsheet of donated items to the contact person at the Museum. Determine a closing time for bids, usually 30 minutes prior to the close of the quilt show.

The Museum Staff will hang or display each auction item, along with an associated number, for the purpose of having a means of identifying the item to be bid on.

It is strongly recommended that the Auction Committee take photographs of each item and its number, so that you will have an independent means of identifying the item, in case of inadvertent mix-ups when the auction display is disassembled.

The Museum Staff will print the bid forms and guidelines. Communicate by e-mail to verify they have updated the dates and contact information and have the correct closing time.
 **Bids During Quilt Show**
The Museum has the bidding board. They will place it in position when they hang the quilts. There will be a stack of bid forms on the table. Request that the Museum Staff make a sign and place it near the bid board stating the Silent Auction closing date and time, 30 minutes prior to close of show. On opening night, check to be sure these tasks have been completed.

During the running of the show, keep an eye on how the bidding is progressing. Ask the volunteers at the table to do the same. If an item has no bids, just hang a blank card on the hook so the board looks complete. Minimum bids are not effective.

Problems with bids in the past:
1. Some have placed an exorbitant bid on an item with a third person’s (or fictitious) name and address as the bidder, freezing the bidding on the item. If an amount looks suspect, verify the bid by calling the bidder to be sure they placed the bid.
2. Some bidders have taken the higher bids off the board so their bid will be the highest bid. To avoid this, once a week, put a check mark on the lower bids for each item and staple the bids together before hanging them back on the appropriate hook.
3. If bid sheets do not have the proper contact information on the back, remove them.

**Silent Auction Bid Form**A sample of the bid form follows. Four forms per page will be printed double-sided, with the item number and bid on the front and bidder contact information on the back.

This Bid Form is in a separate file on the guild web site under Membership.

<http://quilttallahassee.com/membership/officers-chairpersons-notebooks/>





**Please print the Silent Auction information for Table**

**SILENT AUCTION INFORMATION for TABLE**

Quilt items displayed on the Silent Auction wall and in the cases are for sale. Place a bid, and if yours is the highest bid, at the end of the Museum Show, you can buy that item!

Bid cards are located on the table. (Extra cards are under the table in a box.) Please make sure there are bid cards available at all times.

**One bid card must be completed for each item on which a bid is being placed.** The bidder must provide the requested personal contact information on one side of the card and the bid on the other side. Then the card is hung, **WITH THE BID AMOUNT SHOWING**, on the board under the corresponding number of the item being bid upon.

**Bids must be in whole dollar amounts only and at least $1.00 more than the previous bid. Tax is not included in the bid price and will be calculated at end.**

**Bidding closes at \_\_\_\_ p.m. on Sunday \_\_\_\_\_\_\_\_\_\_\_ [Last day of show]**

Silent Auction Items will be available for pickup by the winners on Saturday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from 10:00 a.m. until Noon at the Museum. No items will be available before that time. Winning bidders who are not present at the closing of the bids will be contacted by telephone shortly thereafter. Payment may be made by cash or checks and must be received before the item is released. Checks must be paid to Quilters Unlimited in the amount of the bid **PLUS SALES TAX**. Sales tax must be charged at the Leon County/Tallahassee rate (7.5%). Arrangements for delivering the items to out-of-town winners will be made at the time of notification. Only the Silent Auction Chairperson or designee may release items to the winning bidders!!

**Final Day of Quilt Show**At the close of bidding, staple together the bids for each item. If you cannot contact the highest bidder within a week, or if they have changed their mind, go to the next highest bid and contact that person. You will keep all bids until all items have been purchased with cash or check.

Within a couple days of the close of bidding, call all highest bidders, informing them of winning the bid and pick-up time at the Museum. Encourage them to pick up their item on pick-up day, if at all possible. If that is impossible, designate an alternate time and place within the following week for them to meet you at an in-town location. Some out-of-town bidders will ask local residents to pick up their items. Indicate on the spreadsheet when they plan to pick up the item or the person who will pick it up.

If you are requested to ship the item(s) during the phone call, obtain the e-mail address of those who need their purchases mailed. When you have boxed those and have a shipping amount from the post office, e-mail them the total of the bid plus tax and shipping. When their check is received, mail the box.

**Final Bid Spreadsheet Information**1. Item number
2. Item name
3. Purchaser name and phone number
4. High bid amount
5. Check number or cash
6. Pick up at Museum on designated Saturday, alternate place, or to be shipped
7. Person who will pick up item, if different from purchaser

**Auction Pick-up Day at Museum**
The pick-up time for Silent Auction items is usually the Saturday after the end of the show, from 10 am to 12 noon.

Bring your completed Final Bid spreadsheet, pen, stapler, large zip-lock bag, a calculator to calculate sales tax, a bag for the money, and the money box for ease in making change.

Payment may be made by cash or checks and must be received before the item is released. Checks must be paid to Quilters Unlimited. Sales tax must be charged at the Leon County/Tallahassee rate (7.5%) for the winning bid.

Once all monies are received, submit these to the guild Treasurer or deposit them into the guild bank account (using the Account # available from the Treasurer). Send the Treasurer the deposit slip, Final Bid spreadsheet, and postage receipts.

**Prizes for Item Donors**

The participant responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year's QU dues gratis.  This is based on a single entry, not the total of any one person's entries.  A gift card is given to the Sit N Stitch group with the item bringing in the most money for a group donation.  This is paid to the contact person named in the directory, and is to be used by the group.

**Budget**

No expense budget has been allotted to the Silent Auction.

**Guild Property:**

You will have in your possession: The guild notebook for Silent Auction Chairperson.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of our guild, thank you for your donation to our Silent Auction! Your item(s) brought in $\_\_\_\_\_\_\_\_\_ for our guild and your participation is very much appreciated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ Silent Auction Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ Silent Auction Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ Silent Auction Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of our guild, thank you for your donation to our Silent Auction! Your item(s) brought in $\_\_\_\_\_\_\_\_\_ for our guild and your participation is very much appreciated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ Silent Auction Chairperson

**Frequently Asked Questions**

1. **Do I have to attend every guild meeting to be Silent Auction Chairperson?**

No, you do not. However, it is your responsibility to notify the President or make arrangements for someone in your absence to make any announcements as needed.

1. **Do I have to attend the steering committee meetings?**

Yes. It is the responsibility of either the committee chairperson or a designated substitute to attend the Steering Committee meetings.  You will be familiar with the activities of the officers and the other committee chairpersons.  Your input and votes are needed and your opinions will be greatly valued.  You should plan to report on the current activities of the Sunshine Committee.

1. **What if a member who served as co-chair last year does not wish to serve as a chair the following year?**

Members should have the option of opting out of a position in the second year if after “trying it on,” they determine that it is not a good fit for them. It would only create ill feelings and possibly a less than stellar effort if a member was forced to continue.

*Best of luck to you in your new role!*

End of Year Report Silent Auction Chair

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

What was most difficult for you in this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was easiest for you in this role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Where there unusual expenditures?\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_