



Auction of Talents Fun-Raiser

Gather willing members to provide services or talents and auction these services.

1. To begin, members of the club volunteer or are chosen to fill the following positions.

Players

- Auctioneer – individual conducting the bidding
- Offering Person – individual offering the service
- Bidder – individual bidding on the service
- Spotter – individual watching for bids
- Recorder – individual who records the winning bid paddle number against the item auctioned
- Banker – cashier for auction

Tools

- Master Membership listing – includes guests' name, address phone number, bid paddle number
- Catalogue – a listing of services being auctioned; auction items can be assigned a "lot" number
- Wanted Item – a service being requested at a fixed price; these items can be assigned a lot number
- Pre-printed form
- Winning Bid Spreadsheets – after the auction is completed, sheets will be compiled for each bid paddle number; it should show the total # of lots and the corresponding winning bid amount for that bid paddle number

2. People pay an entrance fee, are given a paddle number which will be their identification for the rest of the auction. Guests give name, address and phone number at reception (this can be preregistered). This is included on a Master Membership with Paddle number list.
3. Anyone who wants to bid must have a paddle.
4. When the auction is ready to begin, the Rules of the Game are quickly reiterated. You can have a page with the rules on the inside front cover of the catalogue.
5. The first Auctioneer begins the bidding by reading the first entry and adding the verisimilitude from her book. During the bidding the Auctioneers call out the amount and increase it by increments as a paddle is raised to accept the amount stated. If the bidding lags, they should add more verisimilitude.
6. As this point, the Spotter calls out the paddle numbers and the shadow spotter checks, the recorder writes the winning numbers and amount; if used, the backup recorder writes down with pen (winning bidders and winning bid amount) on the lot's pre-printed form, as a back up to the electronic system.
7. Bidders are also responsible for keeping track of their own winning bids.
8. The Auctioneers do not begin with the next item until they are given the okay from the people recording the information.
9. Wanted Items should be presented in the middle. The "Wanted Item" is read by the Auctioneer and the first person to raise his or her paddle thereby agreeing to provide the wanted service. The paddle number of the person providing the service is recorded. These can sometimes be hard to "sell". These talents are sometimes too specific. They can be advertised in the next issue of the Newsletter.

10. Halfway through the Auction, there can be a break for coffee, tea & cookies as well as final bids on the Silent Auction if being held simultaneously. (Silent Auction Rules Separate)
11. After the Auction is completed, members must wait until the sorting of winners is completed.
12. There should be a spreadsheet for each winner which includes all of the items they have won, the amount they have donated for each, and the total amount that they owe.
13. You will need 3 volunteers to distribute the spreadsheets in a way that lines can form in an orderly fashion preferably arranged by paddle number (posted clearly).
14. Paddle Numbers are also divided between the Bankers and Signs are posted over the Banker's heads so lines can form allowing winning Bidders to go to the assigned Banker.
15. Bankers accept cash or bank details. Many bidders now pay by bank transfer and they are requested to do this by an allocated date.
16. Spreadsheets are also printed out for each offering member, which include the winners and their contact details.

Following the Event

1. The Winning Bidders, when they have paid on the day of the event, receive a receipt. Bankers will confirm those people who pay by bank transfer over the next week.
2. All Offering Persons receive THEIR OWN SPREAD SHEET WITH THE NAME AND CONTACT INFORMATION and a thank you note including the sales slip with the winning bidder information.
3. Cross reference EVERYTHING with the Banker.

Rules

1. All proceeds from the auction go to the club's designated recipient. No individual will be paid money, other than the reimbursement for expenses of the Auction administration and hospitality, as stated in the catalogue and offered during the auction.
2. Entry fee to the auction entitles the purchaser to a paddle with a number on it. They should supply their own catalogue. The paddle number serves to identify the bidder to the auctioneers.
3. Auction participants are requested to keep track of all item numbers corresponding to their own winning bids. Forms can be made available for this purpose.
4. Bidding for "Offerings" will proceed as at any auction. The highest bidder(s) wins the item.
5. Bidding for "Wanted" items may occasionally be shared amongst various bidders if everyone involved is willing. If, by any chance, you have submitted a "Wanted" request for a service that is also provided as an "Offering" and are the winning bidder for the "Offering," please inform the auctioneer at the time you win the bid in order to avoid confusion.
6. Unless otherwise stated, performance of Talent is at a time mutually agreeable to both the person offering the Talent and the Winning Bidder; this can often be later in the year but before a pre-set end date.
7. Babysitters can be made available as a courtesy.
8. Immediately after the Auction there will be a final sort of winners and printing out a spreadsheet for each winner based on their paddle number. Each winner will receive one spreadsheet which will include all of the items won by that bidder, plus the amount bid/donated for each item and the total amount due. When the final winning spreadsheets are available members can proceed to the appropriate collection point, labeled by paddle number, to collect their individual spreadsheet. If payments are cash, go to the appropriate cash point based on your paddle number. Likewise, those who

have submitted a “Wanted” request should pay the fixed price they offered. Receipts will be given accordingly. (After the Auction is closed, it takes about 15 minutes to collect winning spreadsheet and then pay.)

9. Bank Transfer or cash in the form of Euros are acceptable form of payment. After you have collected your winning spreadsheet, if you wish to pay by direct transfer to the MIWC bank account you are free to go. We ask you to make the bank transfer in the next week by 15 February.
10. Guests are asked to pay in cash.
11. Any items remaining “unsold” at the end of the meeting will be available on a first come/first served basis until a published end-date.
12. The club hosting this event cannot take responsibility for any events that take place away from the auction venue.
13. All participants take responsibility for their actions and any consequences thereof. Unless specified otherwise, winning bidders are responsible for arranging for performance of talent within one year.

Submitted by MIWC Munich

Good Luck!