AUCTION SOURCE
SUGGESTED AUCTION TIMELINE

- 3-4 months	Initial Database Conversion for 1st Time Client Online Data Entry Setup Solicitation Letters Planning meeting with Auction Chair, Items Chair, Reservations Chair Items Data Entry Training
- 2 months	Reservations Data Entry Training Online Catalog Preparation Event Registration Site Preparation
- 2 weeks	Personalized Pre-Production checklist emailed to Auction Chair, Items Chair and Reservations Chair
- 2-5 days	Bid Sheet Production Day: Print Bid Sheets, Gift Certificates, Gift Certificate Envelope Labels, Plaques, Physical Item Labels, Master Copy of Catalog Bidder Packet Production Day: Print Guest Bidder Packets Follow-up Training
Auction Day	Print Materials Onsite for Last Minute Items and Reservations Received Since Production Day Check Out Training Check in Training Final Reports Prepared and Given to Follow-up Chair
+ 1-2 days	Follow-up: Late Check-out, Credit Card Processing

Note: Times are approximate and flexible

8/12/09