> "Our Auction Source rep guided us every step of the way. Their organization and efficiency was most helpful."
>
> **Dallas Catholic High School**

One-On-One Training

and unlimited telephone support help take the stress out of your fund-raising event!

auction
source™

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Getting Started with Auction Source

❑ Database conversion and import for first-time clients

❑ Online software setup

❑ Introduction to Auction Support Representative (ASR)

Auction Source Event Management and One-On-One Training

❑ Solicitation letters and contact sheets

❑ Items data entry training and letter system training for thank-you/tax letters

❑ Online preview catalog setup

❑ Digital image upload training for online preview catalog

❑ Planning meeting with Auction Support Representative (ASR) (chairperson[s]/committee heads)

❑ Site visit for touch system events

❑ Online event registration site setup

❑ Reservations data entry training

❑ Preproduction/event checklist emailed to auction chair

❑ Production day(s) – printing, collating

❑ Checkout chair training

❑ Follow-up chair training

Auction Day

❑ Auction Source technical team arrival and equipment setup

❑ Last-minute on-site item and reservation data input

❑ Check-in training

❑ Checkout training

❑ Final reports prepared (follow-up and post-auction analysis)

Week Following Event

❑ Follow-up takes place using final reports

❑ Credit card processing

❑ Thank-you letters