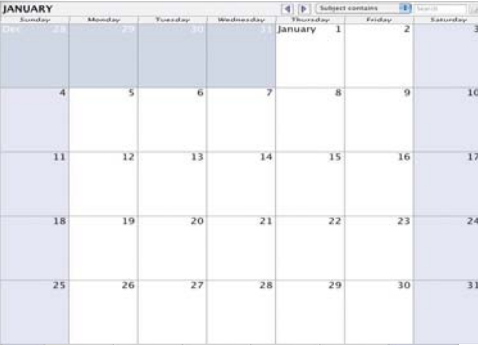


Auction Source » Event Timeline and Checklist

One-on-one training and telephone support



“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!



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