



SELECTED AUCTION JOB DESCRIPTIONS

To help you in communicating with your volunteers, we have prepared short job descriptions for the positions that will be *involved in or affected by* the Auction Source system.

Auction Chair:

- Participate in a Planning Meeting with an Auction Support Representative to become familiar with the Auction Source features (approximately 1½ hours).
- Provide Auction Source with appropriate contacts, phone numbers and email addresses.
- Assure that Auction Item and Reservation Data Entry Chairs will come prepared for Production Day. Specific checklists will be provided approximately 2-3 weeks before the auction.
- May participate in Bid Sheet Production Day during week before the auction.
- May participate in Bidder Packet Production Day during week before the auction.

Auction Item Data Entry:

- Participate in Auction Source training session as items start arriving (approximately 2 hours).
- Receive auction item contracts from donors and enter both Live and Silent auction items into Auction Source database.
- If more than 350 items are anticipated, two volunteers may be needed. One will receive the contracts and ensure that the form is filled out completely, tracking down needed information. The second volunteer will key the information into the system. Both should receive training from Auction Source
- Print the Silent Auction catalogue from the Auction Source database.
- Participate in Bid Sheet Production Day during the week before the auction.
- Solicit four volunteers to assemble Bid Sheets on Production Day
- Enter auction items received after Bid Sheets Production Day at the auction site on the day of the auction and print related Bid Sheets.

Reservations Data Entry:

- Participate in Auction Source training session as reservations begin to arrive (approximately 2 hours).
- Receive reservation responses and enter into Auction Source database
- Enter underwriting donations into Auction Source database.
- If more than 350 guests are anticipated, two volunteers may be needed. One will receive the reservation cards, handle the money and take phone calls. The second volunteer will key the information into the system. Both should receive training from Auction Source.
- Obtain a map of the table placements from the event facility.
- Form groups from guest requests and assign groups to numbered tables.
- Participate in Bidder Packet Production Day during the week before the auction.
- Solicit three volunteers to assemble Bidder packets on Production Day.
- Enter reservations received after Bidder Packet Production Day at the auction site on the day of the auction and print related Bidder Packets.
- Enter walk-in reservations during Check-In and print related Bidder Packets.



Check-Out Chair:

- Solicit five 2-person teams of volunteers for scanning winning bids and serving as cashiers.
- Solicit five volunteers, known as “tearers”, to prepare bid sheets for scanning and sort bid sheets after scanning process.
- Supervise Check-Out teams.
- Send volunteers to gather Bid Sheets as each section closes.
- Schedule a 1½ hour block for training the 2-person teams during the week before the auction.
- Handle, along with Auction Chair, any check-out problems.
- Gather paid invoices frequently during check-out time.
- Bring cash box and change for cash purchases.
- Deliver final reports produced by Auction Source system to Follow-Up Chair and/or Auction Chair, as appropriate.

Check-In Chair:

- Solicit five 2-person teams to check-in guests by distributing personalized Bidder Packets and scanning credit card payment information into the Auction Source system.
- Arrange for all Check-In teams to be at the auction site 20 minutes before check-in begins to receive training.
- Assist Reservations Chair with entering “walk-in” guests, as needed.

Table Monitors:

- Watch all Bid Sheets and fold back, but do not remove, filled sheets or when a bid is placed on the next page.
- Advise Auction Item Data Entry Chair or the Auction Source Technical Support Team when all Bid Sheets are full and more sheets need to be printed.
- Pick up all Bid Sheets at the appropriate closing time and bring to the Check-Out area or deliver to designated runners.

Follow-Up Chair:

- Participate in Auction Source training session the week before the auction (approximately 30 minutes).
- Conduct an inventory of items left, making sure that all items are labeled before transfer or storage and compare to invoices received at closing.
- Arrange for a location for late check-out. Items not picked up should be moved there, along with the computer.
- Obtain appropriate check-out and follow-up reports and Zip disk with final data from the Check-Out Chair, the Auction Chair, or the Auction Source Technical Support Representative.
- Phone those who didn’t check-out at the auction and arrange for payment and pick-up of items.
- Use reports to call in credit card transactions within one or two days of the auction.
- Balance funds received to reports provided.
- Print and file final reports to use for next year’s auction: Check-out Bidder Reports, Check-out Item Reports, Check-out Donor reports

Set-Up Chair:

- Bid sheets will be brought to the auction site on the day of the auction, usually by 11:00 am, by the Auction Source Technical Support Team.
- Four bid sheets (4 ¼ x 11) will be stapled on one piece of 11 x 17 white paper.
- Bid sheets should **NOT** be taped to the tables or cut apart.
- Bid sheets should be placed in numerical order on the table. Items need not be next to the corresponding bid sheet.
- Item number labels will be provided for you to label each item.
- Plaques or tent cards are available for gift certificate items if you would like to use them for display.

Solicitation Chair:

- If your organization has used Auction Source before, numerous reports are available, including mail merge letters, to help your solicitation process get started for the current year.
- Using the reports, phonathons can be organized to solicit vendors and get them to mail gift certificates to you, thus saving volunteer time to pick them up.

Car Raffle Chair:

- Solicitation is facilitated by use of Auction Source reports run on previous years' sales of car raffle tickets.
- Auction Source will provide training in using the reports and entering sales in to the system.

Underwriting Chair:

- Auction Source provides the tracking and reporting needed for underwriting.
- Reports may be exported to Microsoft Word for formatting and publication in the catalogue.
- Data entry may be done by the reservations data entry volunteer or Auction Source will provide training for another volunteer to do data entry.