

Central Ohio HDSA

Silent Auction Committee

This committee will, with the help of the Executive Committee, determine the annual dollar amount necessary for our 3 Silent Auctions at our Priority Events. Additionally, this committee will work through out the year to procure items necessary for our planned auctions. This committee will also determine the number and value of necessary items on a monthly basis to meet the annual goal.

(Consider the COH Auction had minimum \$125 package value and approximately 50-80 packages depending upon attendance for a goal of \$16,000.)

Annual Goals

1. Organize 6 Auction parties in order to procure items.
 - Nash Family BBQ and Auction party in August.
2. Monitor via a computer program the companies that have donated to Central Ohio HDSA. This will help eliminate concerns over duplication of efforts.
3. Set-up, monitor and close Silent Auctions at Priority Events.
 - Identify volunteers to assist during events (payment, runners, etc.)
4. Create packages with descriptions and values.
5. Create bid sheets for each package.
 - computerized for Celebration of Hope dinner
 - Description Boards created for Celebration of Hope dinner
6. Identify companies to request donations from and send solicitation letters (see Dawn Martin letter), complete walk-in requests and personal and “circle of influence” requests with assistance of Chapter Board and volunteer base. *(All Board members will assist with donations as much as possible.)*

Anticipated Schedule

March: Initial planning meeting to set goals and begin preparation for Priority Events. Immediately begin search for Auction items related to Hoop-a-Thon.

April: Determine and distribute to Chapter Board and committee membership monthly goals for successful year. Begin planning for Dream Date Auction. Create packages for Hoop-a-Thon and write bid sheets.

May: Hoop-a-Thon Silent Auction. Procure items to ensure successful Dream Date Silent Auction. Create packages for Dream Date Silent Auction and write bid sheets.

June: Dream Date Silent Auction. Continue to collect items for Celebration of Hope Silent Auction. Send Solicitation letters for Celebration of Hope Silent Auction. Organize one Auction party for Hope Auction.

July: Continue to make requests for Hope Auction. Organize Auction party.

August: Continue to solicit and request items for Hope Auction. Begin to make packages, theme baskets and enlist those in our “circle of influence” to donate items.

September: Finalize preparations for Hope Auction. Create bid sheets, package boards for Hope auction. Celebration of Hope Silent Auction.

October: *Celebrate a job well done at a Chapter party!* Consider and identify improvements for the following year.

Suggestion: The majority of these committee meetings can occur via phone/email, but committee chairperson and Executive Committee should monitor progress as each Priority Event approaches.