



AKITA CLUB OF AMERICA

SHOW COMMITTEE

POSITION OUTLINES

AUCTION

GENERAL INFORMATION

The auction is extremely important to the national, because it is the largest single fund-raiser. Much of the material required is already organized, but the work for this committee is ongoing. The auction chair has to be at the national or have someone on the committee who can take over. The auction is held Friday night, but organizing it goes on the entire week of the national because the auction items have to be collected, logged in, and numbered for the auction

Relevant Rules

- ❖ Items donated to the auction must be in good working order. If battery operated, batteries should be supplied so this can be verified
- ❖ The ACA membership and board have an ongoing commitment to supporting health research and rescue efforts, but they also have a responsibility to insure the fiscal well being of the club generally. Without that, the club will be unable to fulfill its many responsibilities to its members, to the sport, and to the breed
- ❖ The proceeds from the auction of items donated generally shall be divided 60/20/20 (general fund/health*/rescue). Items or baskets can be donated specifically to either health or rescue, but in that case, the division of funds shall be 60/40 (designate/general fund). If the proceeds from the auction of an item or basket are to benefit two funds, they shall be divided 30/30/40 (designate, designate, general fund).
 - Monies designated as being for health research may be donated to the Donor Advised Fund of the Canine Health Foundation or used to fund independent projects sponsored by the ACA.
- ❖ Other - Proceeds from fund-raising contests, donated items, raffles, exhibitions, and sales at the national, not connected with the auction but to benefit a specific designated fund shall be divided 60/40 (designate/general fund)
- ❖ If there is sufficient space available a silent auction may be run daily with a couple of the donated items

The Auction Chair solicits the items for the auction. Periodic reminders should be included with the regular pre-show publicity

Most items will either be brought to the National or mailed directly to the show site. Every item donated **MUST** have a donation form. The donation form is included in the flyer package and is also available for download from the ACA website. Full details of sending items ahead of time will be included in the flyer package. Make arrangements with someone who lives close to the show site to receive items that are sent early.

Donators may send their information ahead of time in order to be included on the website on the preview page. It is a good idea to create the donation form at this time

A record of items donated is kept on an Excel spreadsheet (download working file [National Auction.xls] from the ACA website) – a copy is attached to this document. It is important that every item donated be entered on the spreadsheet.

Print out at least 4 or 5 copies of the items to be included in the auction: 3 for the checkers, and at least 2 spares

The Auction Chair should oversee the entire event so as to insure the auction rolls along and can also pick which items are to be auctioned next

Assistants

Through the year, you really don't need anyone else except an assistant that you keep updated and someone who will receive items mailed in the month before the auction

- ❖ Two Auctioneers – one main auctioneer and a backup
- ❖ Three Checkers - each checker will have a print out of the items donated and will record the amount of the selling price and the paddle number of the highest bidder
- ❖ One Data Input person to enter the auction data
- ❖ One Pickup person - mans the checkout table. This person takes the items auctioned and places them by paddle number. Gives them to bidder once payment is received
- ❖ Three Check Out people - At beginning, they will register bidders and hand out paddles. Then, take payment for items. Works out well if one person takes cash and checks and two do the charge cards. They'll get the bid information from the tally people and issue a pd notice so people can pick up items
- ❖ 3 Spotters—Tall people who are spread around the room and can call auctioneer's attention to bids
- ❖ 2-3 Vannas—People who take the items coming up for bid or being bid on around for people to see
- ❖ 1 Additional Checkout person—Get tally from checkers and make up bill for the bidders.

Equipment

- ❖ Computer—all week, you'll need access to a laptop to log in items
- ❖ Printer—To print tally sheets for checkers and final reports
- ❖ Adding machines—At least four or five...ask people to bring them
- ❖ Post-it notes—Couple of pads of big ones for tallies, numbering items, and for final bid table numbers. At least one should be superstickies
- ❖ Paper for printing and notes
- ❖ Paddles—Check ahead of time and see if we need more.
- ❖ Forms—You'll need to complete these for all items submitted
- ❖ Pens, pencils, Marks-a-lots, paper clips, rubber bands
- ❖ Easels—The club has a few and Site Coordinator might be able to get some from the hotel. Use these to display art work in preview

GENERAL INFORMATION

Check with the Site Coordinator about storage space. We usually have a workroom provided by the hotel where items can be stored, organized and assembled. If so you may be sharing space with the challenge trophies, trophies, ribbons, ways & means and exhibitor's hospitality

Set aside an area for auction items. You might need a few tables from the hotel for this. Give each item a number and enter a description in the spreadsheet

Have the show chair make periodic announcements at the show itself about what to do with auction items; i.e. "Please take your auction items to the front desk and have them page me."

The desk can leave you a message, or you can just check in with them when you have chances

The auction itself is on Friday night and should start with check in and preview. You can do the preview from 6:30-7:30 and start the auction at 7:30. The JEC starts at 6, so you don't want to start too soon, but if you wait for them to finish, you'll run too late

Arrange with the site coordinator for a cash bar to be set up and manned until at least 10. Snacks are essential and they should be salty so that people start drinking. If the budget permits, some cocktail-food can be set out, like a cheese tray or dips, and then each table should have something salty (not peanuts). The more people drink the more they bid

SET UP

You'll need a dais for the checkers. They have to be situated so they can see the field of bidders and read the paddle numbers. The auctioneer can be with them or on the floor. He/she must be able to see the spotters. They'll need two draped tables. You may not need a podium, some auctioneers like them, some don't. Will definitely need sound system and mike with long cord.

Another smaller table close to an electrical outlet and phone outlet for the computer person

Check out can be by the door since they are also registration. Pick up needs at least three tables and can be anywhere they fit that is accessible to the Vannas

Display tables (minimum 6 depending on the number of items) should be draped. Displays should be set in a T or U shape to make it easier for people to view item and so the checkers, auctioneer etc can see the whole room

Check with the Site Coordinator to see when the room is available. Set up should start no later than 5:00. Ask Show Chair to announce that you need some help to get the items to the room

Set up the display tables so that items are intermingled (big items and small items) and pull items in random order

Keep the auctioneer moving – the auction should end about 10:00pm

CHECK OUT

When the auction is finished, the computer person will have a total of monies received that MUST balance with the total monies paid. Once everything is balanced the monies can be given to the Treasurer. Keep the tally sheets until everything has been paid and distributed to the high bidders. Plan on this going until about midnight

Make sure there is nothing left in the room.

