

Silent Auction Volunteer Job Descriptions

Silent Auction Check-In:

- Check to assure there is a sleeve and label on each quilt
- Write layout number on quilt label and receipt
- Give receipt to the quilter reminding them that this needs to be brought back to retrieve their quilt/s
- Fold quilt so that the paper label is up
- Take the quilt to the staging area & place in order of the layout number or as directed

Silent Auction Set-up:

- Move quilts from storage area to quilt display area
- Hang quilts or display quilts according to layout specifications
- Attach assigned number with a binder clip in the upper right-hand corner on the front of the quilt.
- Display clipboard with corresponding Bid Form in a place near the quilt

Silent Auction Monitor

- Assist Festival Guests with making bids on the bid sheets
- Explain to passing visitors what the Silent Auction is:
 - This is an outlet for Guild members to sell their quilts.
 - The antique quilts were donated, and proceeds will go to the Community Service budget.
- Maintain order with the quilts and their appropriate bid sheets.
- Hand out explanation sheet on when to pickup quilt if they are a successful bidder.

Silent Auction Take Down

- Silent Auction closes at 3 p.m. on Sunday. Take down will begin at that time.
- Carefully remove quilts from display so that they are not damaged
- Fold or arrange quilts so that paper label is facing up
- Retrieve the corresponding bidding sheet for each quilt
 - Pin those with bids to quilt.
 - Put those without bids in file on check out table.
- Check to see if sold
 - If sold, place on Sold table in the Silent Auction area
 - If not sold, place on Unsold table.
 - Assure all unsold quilts are present.
 - Organize all the quilts by seller's name.

Silent Auction Callers to Winning Bidders

- Retrieve all bidders on Silent Auction bidding forms.
- Combine any that have same bidder on them.
- Call each bidder to tell them they are the highest bidder and what the winning bid(s) were
 - Ask that they come before 6 p.m. to pay for and retrieve the quilt(s)
 - Payment by check, cash or credit is acceptable
 - Explain that if they cannot come by 6 p.m., they can retrieve the quilt(s) at Fabric Garden Quilt shop at 2654 Marconi Avenue Sacramento 916-483-2955.

Payment must be by check or cash only.
Quilts need to be picked up by Saturday, October 5, 2019.
- If other arrangements need to be made, have them contact Peggy Robles at 916-214-8092

Silent Auction Check-Out if Not Sold

- Place quilts folded on the Unsold table with labels facing up so they can be easily read.
- Accept the receipt from the quilter and have them sign the log for each quilt received.
- You or your runner will retrieve the quilt(s)
- Quilts are given to quilter after the quilter signs the card verifying that she/he has received the quilt/s.
- Have quilter check that all unsold quilts were returned to them.
- Any quilts that were not sold are to be returned to the quilter

Silent Auction Check-Out for Sold Quilts

- As above except:
- As buyers request their quilts, give them a purchase form with completed info and direct them to the treasurer
- Buyers return from treasurer with a receipt, then you give them their quilt(s)
- Keep the receipt and attach it to the bidding sheet.
 - If they have multiple purchases, staple all the bidding sheets together along with the receipt.
- Any quilts not picked up that evening, prepare for transport as directed by the SA chair.

To get more information or for questions please contact:

Peggy Robles

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916-214-8092