

# Procedures to Follow to Participate in the Auction

## Registration for Bid Number

1. Complete form at auction registration table in order to receive your bid number.
2. No bid numbers will be given out once the live auction starts.

## **Items for Youth Only -- OA youth under the age of 21**

1. There will be items marked **Youth Only**.
2. These items only the youth can bid on them in the silent and live auction.

## **Silent Bid Auction – Items marked silent bid or designated tables for silent auction. See program or publication for closing time for silent auction.**

1. Place your bid number in the correct column and the amount of your bid.
2. Be sure the auction staff can read your bid number and the amount you placed on the bid sheet.
3. All increases of bids are a **minimum of \$1.00**.
4. You can increase your bid more than a dollar if you want to.
5. Some items will have a minimum starting bid on the bid sheet and you need to start there if you want to bid on the item.
6. At the end of the allotted time, all bidding will stop.
7. The bid number with the highest amount will have bought the item.
8. An item without a bid will be pulled from the auction and returned to the owner.
9. **The auction staff will settle all discrepancies.**

*Note: You can bid on the other bid sheets for the live auction and will start the bidding at the highest bid for the live auction when it begins.*



**Cash out at the end of the Silent Auction.** (You can cash out at the end of the silent auction if you do not want to participate in the live auction.)

*Note: After you cash out from the silent auction, you will no longer be able to Participate in the live auction and any bids for the live auction will be invalid.*

**LIVE AUCTION CONTINUED ON THE BACK OF THIS SHEET.**

**Live Auction:**      **See program or publication for starting time for live auction.**

***Note: During the silent auction, bid on the items that will be in the live auction. When the live auction starts the item with the highest bid will start at that dollar amount.***

1. Place your bid number in the correct column and the amount of your bid.
2. Be sure the auction staff can read your bid number and the amount you placed on the bid sheet.
3. All increases of bids are a **minimum of \$1.00.**
4. You can increase your bid more than a dollar if you want to.
5. Some items will have a minimum starting bid on the bid sheet and you need to start there if you want to bid on the item.
6. Items without any bid will be pulled from the live auction and returned to the owner.



**Cash out at the end of the Live Auction.**

1. At the end of the auction, the amounts will be tabulated according to bid numbers.
2. When the tabulation is finished, the bidders' number will be called.
3. Go to the cash out table and turn in your bid number card.
4. You will be told the amount you owe and receive the items you bought in the auction.
5. A printed list will be given to you of the items you bought if there is enough time to print them out.
6. You may pay cash or write a check. We will tell you who to make the check out to.



**The auction staff will settle all discrepancies.**

**HOW DO I SELL ITEMS IN THE AUCTION?**

**If you want to enter items in the auction you must do the following:**

***Note: The section will receive 25% of the sale of an item and you will receive 75%. If you sell items that total \$40.00, you will receive \$30.00 and the Section will receive \$10.00.***

1. **All entries must be pre-registered 2 weeks in advance of the Conclave start.**
2. List your items for the auction on the category sheet with the minimum bid you want. Email this list to Jay Copra ([jcopra@rocketmail.com](mailto:jcopra@rocketmail.com)). Place the items in a plastic bag and number it to match your category sheet.
3. Bring a copy of your category sheet and all of your items listed to the auction registration table on Friday evening of Conclave.
4. The items will already be entered into the computer and the Auction Bid Sheet will be printed.
5. The Auction Bid Sheet will be given back to you so you can attach the bid sheet to the plastic bag with the item.
6. At the end of the live auction you will receive the 75% of your totals as soon as all the bidders have paid what they owe.

## **Pre-Registration of Items to be put Into the Auction**

1. If you plan to put items into the Section Auction use the, Pre-Registration Category Auction Form, by putting the number and name of the item and the amount you want to start the bid. If the amount is left blank it will start at any amount of \$1.00 or more.
2. You can also state if you want the item in the silent auction by placing a check in the Silent column. This would be feasible especially if you have more than one of the same item.
3. Place a check for youth in the Youth column if you want only the youth to bid on the item. Youth, anyone under the age of 21.
4. If you have more than 25 items, copy the Pre-Registration Form and start with no. 26.
5. When you have finished, make a copy for yourself and email a copy at least two weeks before the Section Conclave to Jay Copra: [jcopra@rocketmail.com](mailto:jcopra@rocketmail.com).
6. When you arrive at the Section Conclave find out where the Auction will be held and bring your items and the copy of your Pre-Registration Form for the auction. It would be a good idea to have the items in order by number so the bid number sheets can be attached to them without looking through a pile of stuff to find the correct item.
7. You can also sign up for your bid number.
8. The, [Procedures to Follow to Participate in the Auction](#), will be posted in the Section Conclave web site with the Pre-Registration Form. Copies will also be available in the Auction area of the Conclave.

***The times for the Auction will be posted in the Section Conclave News Letter/Welcome Packet at the Section Conclave.***

