

## **BOOK AUTHOR LUNCHEON RAFFLE/SILENT AUCTION**

### **CHAIRPERSON RESPONSIBILITIES/TIMELINE**

- **FALL MEETING (Sept -Oct)**
  1. Initial kick off meeting follows General meeting of BAL
  2. Meeting agendas sent out 1 week prior to meetings
  3. Maintain database of auction donors by town and make accessible to solicitors. Maintain database list of 'non contributors'
  4. Designate Town Captains and identify corresponding team members
  5. Discuss businesses suitable for auction items vs sponsorship
  6. If available, review new forms: auction and sponsorship forms, prior scholarship recipients, town lists of contributors and how to access
  7. Identify seasonal businesses to solicit now
  8. Review recommendations/lessons learned from prior year
  9. Review 'tips for solicitation'
  10. Explore new ideas for solicitation

### **NOVEMBER-DECEMBER MEETING**

1. Assign person to house auction items
2. Review auction/sponsorship forms
3. Review solicitation guidelines/? Role playing?
4. Assign point person to communicate with Interest Groups regarding basket donations
5. Assign people for: basket organization, visuals, price setting
6. Remind AAUW/LCV members via newsletter or announcements at Gen Membership Meetings to first

contact Raffle/Silent Auction Chair before they solicit their personal favorite businesses to avoid duplication.

7. Review auction database and identify paintings, experiences, outside area businesses from prior year and follow up with prior year solicitors
8. Review at meeting or with just Town Captains their responsibilities:
  - a. Assignments, monitor progress, prioritize, reassign as necessary
  - b. Review prior year-eliminate underperformers, explore new
9. Assign individual for email solicitation ie for concerts, outside area events etc. and review this process individually

## **JAN-FEB**

1. Set deadline for auction solicitation-usually 3 weeks prior to BAL
2. Town Captains to report on progress, problems, new ideas
3. Assure all necessary forms are available on website
4. Collect or order necessary baskets, plastic wraps, bows
5. Organize items into baskets, separate raffle from silent auction items
6. Review table set up for auction items-accompany BAL Chair with walk through at SPI
7. Committee members to drop off items and forms at Chairpersons home or at meeting
8. Update database as items come in

## **MARCH**

1. Complete list of numbered Raffle and Silent Auction items and send final list to BAL CHAIR
2. Complete wrapping of items, pricing, and visuals
3. Review system for winners to claim raffle/silent auction items
4. Assign people for : transporting items, set up, distribution ,clean up

## **DEBRIEFING MEETING**

1. Review event successes and where improvements needed
2. Organize and store meeting agendas and minutes