PREP INFO FOR FUNDRAISING AUCTIONEER

__PLEASE READ!__ Providing the listed information will fully enable our team to prepare our "WBAS EVENT PACKET" and effectively assist YOU and your DONORS in "Achieving your Mission through successful fundraising."

1. Electronic version of internal evening event timeline (Show Flow) PDF?
2. Fundraising Goal? * Live Auction * Live Ask (FAN) * Last Years Total?
3. Electronic sample of guests program/handout (live items listed) PDF?
4. Open Bar? Tickets? No Alcohol? Let's discuss Bi-Phasic Alcohol Curve.
5. Electronic sample of the Bid cards you plan to use? Start at (101) PDF?
6. What Auction Management Software will be used? Is there a Link?
7. Name, Phone, Email info for A/V Sound Vendor? Sound Check Time?
8. Dress Code for attendees - Theme or Colors?
9. Location of **Green Room** for staging if hotel room is not provided?
10. VenueLayout / FloorPlan showing location of revenue enhancers? PDF?
11. Please ask us before committing to Consignment items or companies?
12. High quality Logo for the Org & Event if prepared. - jpg / png format?
13. Mission that FUND A NEED (Live Ask) money will go to support
    - What Levels will be included in the Ask?
    - Highest Level at last years event?
    - Do we have any Pre-Committed Paddles? At What Levels?
14. Live Item Descriptions in electronic format so large print live item notes can be created with one item on each page. Should include the following information. (Prefer Excel format but can work with word)
    - Full Description? * Blackout dates? * Donor Name?
    - $$Cost to ORG - $$Fair Market Value - $$Expected Sale Value?
    - Can the item be sold multiple times?   If so, at what price?
15. List of "Revenue Enhancers" such as Games, Raffles, Wine Pulls, Etc?
    - What is the prize? * What is the price? * Need be Present to Win?
16. List of any announcements that need to be made by Auctioneer/Emcee?
17. Date/Time for table-top walk through, week of event phone/zoom?