



# Night of Event Services Information Questionnaire

## **Have you considered using Bidding Frenzy?**

*Bidding frenzy can increase the excitement level in the live auction for the guests that do not usually participate in the live auction.*

## **Have you considered using Fund-a-Need or Wish-List?**

*These two different types of auctions have proven themselves to be quite profitable when executed properly.*

## **Ask yourself: "When do each of the silent auctions close and how many items are in each?"**

*One of the reasons for the question on the silent auction closing times, is that the last closing can be the most hectic. If there are a large number of items in the last closing, or it is late in the evening, we may suggest the provision of extra volunteers for about 10 minutes during the data entry time. They will be used to help with data entry by "calling out" the information from the bid sheets. This can reduce data entry time by half!*

## **Have you considered selling any raffle tickets, balloons, table centerpieces, photographs, etc. (Non-Catalog Items), or charging for any activities?**

## **Have you considered using the Auction-Tracker software for a "cash-less" evening (i.e. all sellable items will be charged to your guests' invoices by using their bidder numbers)?**

*This can make the evening a bit more stress-free for the guests, since the need to carry cash eliminated.*

## **Ask yourself: "How will guests obtain their auction items once they have paid for them?"**

Items will be located where they bid for them

Items will be located in a central pickup area. Where? \_\_\_\_\_

*There are good and bad points to either option, but knowing which method you will use in advance is crucial in the planning of an auction.*

## **How will guests obtain their gift certificates for auction items that are gift certificates?**

Certificates will be located where they bid for them

Certificates will be located in a central pickup area

Certificates will be located at cash-out

*Again, another thing to consider for the smooth running of an auction.*

## **Will you be providing a person to hand out the gift certificates?**

*If not, we may suggest an extra staff person*

## **If a guest does not want to take their purchases home that evening for whatever reason, what arrangements have you made for delivery? Is there a cost?**

*A question that tends to frequently pop up towards the end of the evening*

## **Have you made any arrangements for storing items left at the event?**

## **What items will have been provided to the guest prior to the evening's event?**

*ie: Catalogue, Bid Paddle, Entry Ticket etc...*