

PLEASE COMPLETE THE FOLLOWING CHECKLIST. ALL THESE ITEMS SHOULD BE LOOKED AT FOR YOUR EVENT TO RUN SMOOTHLY. IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 604.431.6732. ONCE DONE PLEASE FAX THE COMPLETED SHEET TO US AT 604.431.6775.

REQUIREMENTS

In order to ensure that cash-out is ready on time, we require the cash-out area to be setup by noon. We require the following:

- A minimum of one 6'-8' draped and skirted table for every two computer stations
- One 6'-8' draped and skirted table for the supervisor station
- Two draped and skirted classroom tables behind cash-out for office supplies

ITEMS

Have the items been Packaged correctly? Y N

Have the Catalog numbers (numeric only) and auction types been assigned? Y N

Have Bid-O-Gram items been entered (if applicable)?
Y N

Have the Gift Certificates been filed by catalog numbers?
Y N

Are there multi level charges for some of the items? For examples, the balloons are 1 for \$25 or 5 for \$100? If Yes, what are they?

GUESTS/SPONSORS/STAFF

Have bid numbers have been assigned to everyone?
Y N

Has every guest been assigned to a table? (if applicable)
Y N

Have registration packets (catalog/bid cards or paddles) and reports (List of guests by last names & list of names by table) been prepared? Y N

Have the volunteers been scheduled to each area (registration, runners, spotters, check-out, item pick-up, etc)?
Y N

Is AT providing all of the staff for your cash out? Y N

If you are providing data entry staff, what time will they arrive? _____

What is the person's name who will be at the cash-out area during the peak period (usually begins at the end of the live auction)? _____

Is cashout being sponsored? Y N
(Upon request we can provide digital wide-screen sponsor logo displays. Very popular.)

BANKING

What methods of payment will be accepted at the event?
Cash Cheques Visa M/C Amex Debit (Please circle)

(If cash is accepted, you need to provided a cash box and float. (If you have used the software to have a cash-less night, we still highly recommend a cash box and float as it will be needed anyway)

Are Accounts Receivables allowed, ie: guests pay later but still take their items home? Y N

What type of credit card machines will you provide at the event? *Manual Swipe Automated Dial-In*

How many of each type will be provided?

PROCEDURE

Where will the cash-out area be located?

What time will the reception begin?

What time will the ballroom doors open?

What time do the silent auctions close at?

Will there be a separate registration area or will you use the cash-out area? *Using Cash-Out Using a separate area*

Are you providing one bid # per couple? Y N

Will you provide spare bidder cards to the cash-out area to issue as needed? Y N

If you are providing the network, do you plan to connect your own computers to it? Y N

Are you using the Web Service? If so, do we have your permission to access it and make sure all the data is in order?
Y N

Are you providing "Express Pay" for the guests? Y N