

Auction Logistics Committee Chair

- Contact prior year's spotters to see if they will do it again or brainstorm new spotters and contact them. Ideally, you want people who are familiar with the ball, gregarious and outgoing and willing to put in extra energy to make the auction process entertaining by encouraging prospective bidders.
 - In 2025, the spotters used props and easy costume changes for each auction package in keeping with the party theme. The DJ also played a 20-second intro song in keeping with the party theme. This kept guests entertained and looking forward to the next auction item and got them excited for the theme party being auctioned off. Props were purchased on Amazon and then donated to the party chairs for use at the designated party. Some props were borrowed. There were 5 spotters. Song choices were picked ahead of time and given to the DJ to shorten for the intro. He did a great job. Everything was seamless. The spotters met once for lunch to go over the props/costumes. **If you want to do this again it is important to have one person organize everything so that it is simple for the others to follow.**
- One week before the ball, email spotters a reminder of the date, time and place. Send spotters and committee members a thank you via email after the ball.
- Set up logistics station at the back of the room where you are more "behind the scenes" but also in view of the MC and auctioneer.
- It is important to have multiple copies of the list of attendees by bidder number. The spotters need a chance to see their section and which guests are sitting in their section ahead of time.
- Five committee members and 12 auction packages. You need clipboards with pens attached and a calculator for one member to tally proceeds as the auction proceeds. Label clipboards with committee member's names.
- So you may begin drafting forms, contact Program Chair to obtain the numerical order of parties and a rough draft of the program as soon as they are available.
- When drafting the master schedule, space runners accordingly to allow time for them to contact buyer, run information to bank and be back before their next assigned party. Helps to designate a specific color per runner.
- Contact Treasurer to approve layout of Partnership Agreement form. Before printing copies of Partnership Agreements, have party chairs proof them. (You don't need runners for paddle parties, only the Paddle Party form, in triplicate, for recording bidder #'s).
- Print one copy of each Partnership Agreement for: Logistics Chair, designated runner and the extra clipboard.

- Confirm paddle \$ increments with Ball Chairs. Make copies of Research Paddle donation forms for committee members recording bidder numbers (ideally 3 members). \$5,000 and \$2,500 bidders should initial the master list.
- Request set up of 2 bistro tables at the back of the room for Logistics Team area. The morning of the ball, Logistics Committee meets briefly during decorating. (Email committee a reminder). After orientation, take clipboards home and bring them back the night of the ball. Secure list of bidder table numbers/paddle numbers from the Treasurer and ballroom table schematic from Reservations Chair.
- Ideally have MC, auctioneer, logistics committee and spotters meet 15 minutes before program begins. Stress the need for auctioneer, MC & spotters to look for committee members as soon as the party is purchased. It is OK to ask auctioneer to repeat binder #'s or purchase price, if needed. Helpful during paddle bid to have the auctioneer state: "bidder #9 takes 2."