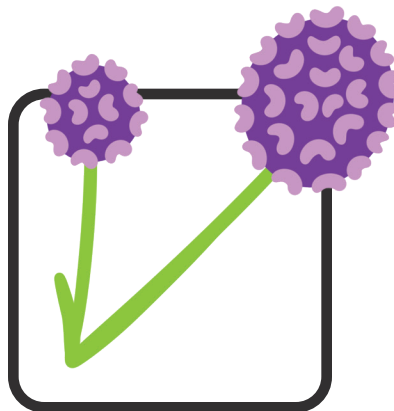
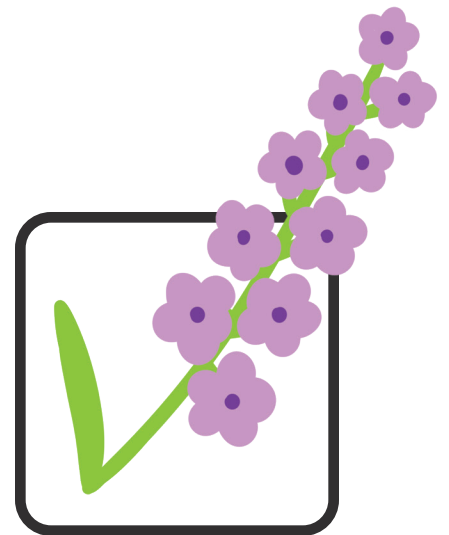
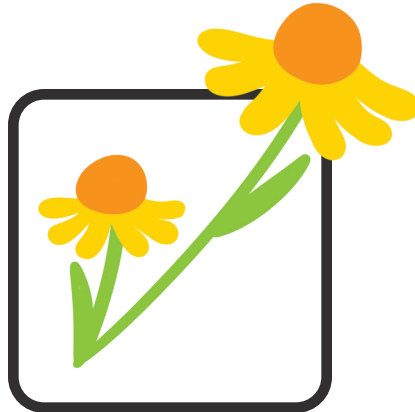
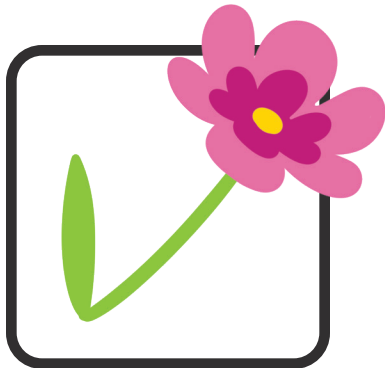




SchoolAuction.net



Spring Auction Planning Checklist: **The Home Stretch**

You've procured amazing items and sold tickets — now the final push begins.
Use this general timeline as a guide and adapt as needed for your event.



6 Weeks Before the Event _____

Auction Chair

- ☐ Review online bidding settings: bid style, schedule, and closing structure.

5 Weeks Before the Event _____

Auction Chair

- ☐ Draft a timeline for the evening ("Run of Show"). Include everything: load-in, setup, check-in, cocktails, dinner, entertainment, games/raffle, Silent Auction closings, Live Auction, Paddle Raise/Fund-A-Need, cleanup, and load-out.

TIP: Include time for a pre-event "tech check" to test your A/V equipment. It can also be helpful to temporarily pause food and beverage service during your Fund-A-Need ask, then resume immediately after.

- ☐ Determine volunteer needs, roles, and a volunteer coordinator. Begin recruiting volunteers now so you have time to fill key positions and adjust as needed.

TIP: Include cleanup and load-out volunteers so core event volunteers don't end up staying late and becoming burned out at the end of the night.

Auction Chair

Theme/Decorations Chair

- ☐ Plan your event layout: stage, bar, guest tables with numbers, Live Auction display, Silent Auction tables, Wine Wall, Check-In/Out, and Item Pick-Up.

Customize as needed. Space is provided for your notes and extra items.



4 Weeks Before the Event _____

Theme/Decorations Chair

- ☐ Procure non-perishable décor (banners, table runners, signage, etc.).
- ☐ Design and print directional and informational signage (entrance, restrooms, coat check, check-in, etc.).

Auction Chair

Co-Chair

- ☐ Meet with your auctioneer to review Live Auction items and event flow.
- ☐ Reach out to top bidders from last year to build excitement and begin identifying your Paddle Raise/Fund-A-Need anchor.
- ☐ Finalize standard email templates and draft any custom emails needed (a “last call for meal selection” can help wrangle stragglers).

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3 Weeks Before the Event _____

Auction Chair

- ☐ If using Self Check-In, draft email templates and confirm invitation settings now—you'll be much busier later.

Procurement Team

Auction Co-Chair

- ☐ Finalize Silent Auction lots and raffle prizes, if any. Confirm item numbering, table placement, and closing groups.
- ☐ Create a plan for transporting auction items to the venue on the morning of the event.

Ticket Sales Chair

- ☐ Review guest list. Link couples/households, gather missing guest details, and confirm meal selections if applicable.

Customize as needed. Space is provided for your notes and extra items.



2 Weeks Before the Event _____

Procurement Team

Auction Chair

- ☐ Launch Online Bidding.

 **TIP:** Offer Sign-Up Parties early to build excitement and encourage additional hosts while there's still time to add them.

Ticket Sales Chair

- ☐ Finalize seating (if using assigned seating) and floor plan with table numbers if needed.

Front Desk Manager

- ☐ Test venue internet reliability (Wi-Fi and/or wired).

Auction Co-Chair

- ☐ Confirm volunteer roles, arrival times, and breaks.
Arrange volunteer food and beverages.

Customize as needed. Space is provided for your notes and extra items.



1 Week Before the Event _____

Auction Co-Chair

- ☐ Prepare print materials: bid sheets and/or QR codes, item descriptions, gift certificates, recording sheets, floor plan, etc.

 **TIP:** *If your budget allows, consider 2-part carbonless bid sheets so the top copy goes to data entry and the second stays with the item.*

Auction Chair

- ☐ Review your Pre-Event Review email from SchoolAuction.net (typically sent 7+ days before your event) and resolve any flagged issues.
- ☐ Finalize seating (optional).
- ☐ Confirm final Live Auction order with your auctioneer.
- ☐ Prepare presentation/slides if using.

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Event Week

5 Days Before _____

Ticket Sales Chair

- ☐ Review new ticket sales *daily*. Update guest details and seating as needed. Contact buyers of unassigned tickets to collect guest names and emails.

 **TIP:** If your caterer has a guest count or entrée selection deadline, move this task to the appropriate point in your timeline and close ticket sales accordingly.

Front Desk Manager

- ☐ Send training materials to front desk volunteers or host a brief training session (in-person or online). Have volunteers practice checking themselves in and completing a mock purchase, then return items at the end of the session.

4 Days Before _____

Front Desk Manager

- ☐ Send your first Self Check-In email to guests with assigned tickets and email addresses.
- ☐ Encourage guests to preview items and begin bidding, if enabled.

Customize as needed. Space is provided for your notes and extra items.



Event Week

2 Days Before _____

Front Desk Manager

- ☐ Send a second Self Check-In reminder to guests who haven't checked in yet.
- ☐ Organize bid paddles, name tags, and meal indicators, if applicable.

1 Day Before _____

Theme/Decorations Chair

- ☐ Procure perishable décor (flowers, etc.).

Customize as needed. Space is provided for your notes and extra items.



Morning of the Event

Front Desk Manager

- ☐ Send a final Self Check-In reminder.
- ☐ Set up the Item Pick-Up area with bags, markers, tape, stapler with staples, organized gift certificates, and staging space.
- ☐ Set up the Front Desk for a smooth check-in and check-out:
 - ☐ Programs and bid paddles, notepads and pens
 - ☐ Laptops and printers connected and powered on (a surge protector, HDMI cable or appropriate projector cable, and an extension cord are helpful too)
 - ☐ Credit card readers attached (bring USB dongles if needed)
 - ☐ Backup supplies (paper, pens, thick black Sharpies, contingency printouts, blank bid paddles)
 - ☐ Internet backup plan (hotspot/cellular) or IT contact
 - ☐ Login credentials and contact info for the person with access to your credit card gateway in case payment issues arise
 - ☐ Dedicated troubleshooting station so other stations can continue with check-in/check-out if problems occur

Customize as needed. Space is provided for your notes and extra items.



Morning of the Event

Theme/Decorations Chair

- ☐ Place all décor and signage.

Auction Co-Chair

Procurement Chair

- ☐ Set up Silent Auction displays (items, signage, QR codes if using mobile bidding). Provide pens if using bid sheets.

Auction Chair

- ☐ Set up the Live Auction displays and presentation materials.
- ☐ Run a final A/V tech check.
- ☐ Share the floor plan and Run of Show with the caterer/banquet captain, including any planned pauses in food and beverage service during the Fund-A-Need.

Customize as needed. Space is provided for your notes and extra items.



Event Night

- ☐ Be sure check-in staff confirm an email address or phone number for each bidder number.
- ☐ Have raffle, game, and Silent Auction runners ready to deliver recording sheets to the data entry team when sales close.
- ☐ Prepare Silent Auction items for guest pickup while results are recorded. Add Live Auction items after the Live Auction concludes.
- ☐ Have raffle and Fund-A-Need recorders ready for last-minute sales.
- ☐ Ensure data entry begins immediately after Silent Auction closing, and that all data entry is completed onsite before leaving the venue.
- ☐ Assign staff or a board member to thank guests and say goodbye at the door.

Wishing you a smooth, successful event — **we're cheering you on!**

Checklist created by SchoolAuction.net in collaboration with Sue Counselman, Adopt A Family of Marin