

## **Auction**

### *Purpose:*

To coordinate an annual auction that raises funds for First Parish and encourages community-building

### *Tasks:*

- Determine the structure of the auction including types of items, raffles etc
- Solicit donations
- Track donations (excel sheet) and confirm details including dates with donors
- Create publicity material including an auction booklet
- Create materials for the actual auction including bid sheets
- Host auction including posting of materials and strategies to encourage bidding
- Determine auction winners
- Notify winners of items won/amount owed; work with church staff to send out letters and bills (usually involves creating an excel sheet)
- Monitor collection of funds and follow-up with winners who have not paid
- Re-auction items if necessary
- Notify auction donors of the names and contact information for the people who won their donation
- Thank the auction donors and encourage participation in future years