

Event Booking Form



CLIENT INFO

Org. Name _____
Mailing Address _____
Primary Contact _____ Role _____
Phone _____ Fax _____
Contact Email _____

EVENT INFO

Date _____ Time _____
Location _____
of Guests _____ Ticket Price \$ _____
Prev. Year's Revenues Live - Items \$ _____ Live - Raise-the-Paddle \$ _____ Silent \$ _____
Auctioneer Attire _____

Client shall receive the following:

- 2 Hours Personal Consultation;
- Assistance with Live Auction Item Selection & Sequencing;
- Unlimited Email Support;
- Live Auctioneering Services;

Client shall:

- Provide pertinent information and materials to aid in Auctioneer's consultation services;
- Defer to Auctioneer regarding the sequencing of live auction items;
- Schedule the Live Auction per Auctioneer's recommendation and not during other event activities;
- Include a bio with headshot and a 1/2 page ad in the Event Program, at no cost to Auctioneer;
- Provide a professional quality sound system, including:
 - **wireless** hand held microphone, dedicated to Auctioneer's use
 - speakers surrounding the audience (ceiling speakers are not sufficient)
 - mixing board to allow for level and tone adjustments
 - sound engineer to provide a sound check and to monitor levels during the auction
- Provide Auctioneer with a meal and pre-auction waiting/prep area;
- Provide Auctioneer with a one-night hotel stay for events outside of the Los Angeles metropolitan area;
- Provide Auctioneer with copies of all photographs and video footage taken of Auctioneer.

FEES

\$500 Booking Fee to Secure the Date, Plus an Auction Fee of 7% of Live Auction Sales.

Mon. – Thu. Events are subject to a \$1,500 Minimum Auction Fee | Fri. – Sun. Events are subject to a \$2,000 Minimum Auction Fee

Sales include gross sales achieved from auction and fund-a-need sales, regardless of collections. The booking fee is non-refundable. In the event Client cancels more than 60 days prior to the event, client shall pay 50% of the minimum fee. If less than 60 days prior to the event, Client shall pay the entire minimum fee.

Auction Fees are due in full within 30 days of event, or subject to a 5% per month late fee. Failure to provide adequate sound or include auctioneer's ad in the program will each be considered a breach of this Agreement and shall subject Client to a \$250 additional cost per breach.

Client

X _____

By _____

Date _____

Auctioneer

X _____

By _____

Date _____



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805.496.8087

www.rockthegavel.com

Service Commitment

OUR PROMISE TO YOU



Prior to the Event, ROCK the Gavel promises to:

- Prepare appropriately for the Event by becoming familiar with the organization, its purpose and the items being offered for sale.
- Keep all promises made, in the way promised and in the time frame promised. If, in exceptional circumstances only, a commitment cannot be kept, the Client will be notified as soon as possible.
- Treat the Client and its representatives with the highest standards of integrity, honesty and respect.
- Provide all recommendations and counsel with the Client's best interest in mind, and never to serve ROCK the Gavel's own agenda.
- Ensure its Auctioneer is well rested and well informed in preparation for the event.

During the Event, ROCK the Gavel's Auctioneer promises to:

- Notify the appropriate client representative immediately upon arrival on location.
- Make itself available for a sound check prior to the start of the event.
- Make itself available to receive any last minute information pertinent to the event.
- Provide training for the bidspotters and auction recorders.
- Make any necessary last minute suggestions regarding staging or timing.
- Dress in a professional manner for the event, which may include a sport coat and slacks, a suit or a tuxedo, unless a specific request is made by the Client.
- Be prepared to take the stage on schedule and on cue.
- Act in a professional manner at all times during the Event.
- Be respectful of the audience and use only appropriate humor.
- Never be rude to an audience member.
- Maintain a high energy, fast paced auction.
- Not use the stage as a vehicle to promote any other services or products.
- Remain after the auction briefly to respond to any audience questions or comments.
- Confirm the auction office has clear records of the auction and answer any clarifying questions.
- Alert its contact upon leaving the Event.

Following the Event, ROCK the Gavel promises to:

- Make itself available for a telephone wrap-up discussion of what worked at the event, as well as recognized areas for improvement.
- Promptly provide its final invoice to the Client.

In Summary:

- ROCK the Gavel will provide the highest level of service and professionalism to its Client.



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