

Planning Your Success

BENEFIT AUCTION CHECKLIST



9 – 12 MONTHS

- | | |
|--|---|
| <input type="checkbox"/> Select Event Chair _____ | <input type="checkbox"/> Develop Committee _____ |
| <input type="checkbox"/> Set Event Date _____ | <input type="checkbox"/> Conduct Leadership Meeting _____ |
| <input type="checkbox"/> Review Previous Year _____ | <input type="checkbox"/> Select Venue _____ |
| <input type="checkbox"/> Retain Auction Consultant _____ | <input type="checkbox"/> Select Theme _____ |
| <input type="checkbox"/> Establish Budget & Revenue Forecast _____ | <input type="checkbox"/> Target Audience _____ |

5 – 8 MONTHS

- | | |
|--|---|
| <input type="checkbox"/> Event Timeline Created _____ | <input type="checkbox"/> Sponsorship Package Created _____ |
| <input type="checkbox"/> Marketing Plan Created _____ | <input type="checkbox"/> Ask Letter Sent _____ |
| <input type="checkbox"/> Honoree(s) Selected _____ | <input type="checkbox"/> Create Procurement Target List _____ |
| <input type="checkbox"/> Confirm Vendors (AV, Entertain, etc.) _____ | <input type="checkbox"/> Sub-Committee Meetings Scheduled _____ |

2 – 4 MONTHS

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Live Auction List _____ | <input type="checkbox"/> Finalize Invitee List _____ |
| <input type="checkbox"/> Procurement Needs List _____ | <input type="checkbox"/> "Save the Date" Mailed _____ |
| <input type="checkbox"/> Site Walk-Through _____ | <input type="checkbox"/> Determine Accounting Procedures _____ |

2 – 4 MONTHS

- | | |
|--|---|
| <input type="checkbox"/> Press Releases Distributed _____ | <input type="checkbox"/> Site Schematic Completed _____ |
| <input type="checkbox"/> Announcements to Regional Calendars _____ | <input type="checkbox"/> Fund-a-Need Defined _____ |

3 – 8 WEEKS

- | | |
|---|--|
| <input type="checkbox"/> Invitations Mailed _____ | <input type="checkbox"/> Establish Live Auction Order _____ |
| <input type="checkbox"/> Define Staffing Roles _____ | <input type="checkbox"/> Package Auction Items _____ |
| <input type="checkbox"/> Identify Volunteers _____ | <input type="checkbox"/> Print Catalogs _____ |
| <input type="checkbox"/> Create Production Timeline _____ | <input type="checkbox"/> Create Slideshow/Presentation _____ |

1 - 2 WEEKS

- | | |
|---|--|
| <input type="checkbox"/> Finalize Item Displays _____ | <input type="checkbox"/> Send Auction Item Teaser Email _____ |
| <input type="checkbox"/> Prepare Equipment & Supplies _____ | <input type="checkbox"/> Provide Pertinent Updates to Auctioneer _____ |

0 – 7 DAYS

- | | |
|---|--|
| <input type="checkbox"/> Provide Guest Count to Facility _____ | <input type="checkbox"/> Print Registration List _____ |
| <input type="checkbox"/> Assign Guests to Table & Bid Numbers _____ | <input type="checkbox"/> Assemble Bidder Packages _____ |
| <input type="checkbox"/> Print Bid Sheets & Signs _____ | <input type="checkbox"/> Prepare Auction Items for Transport _____ |
| <input type="checkbox"/> Print Addendum _____ | <input type="checkbox"/> On-Site Staff / Volunteer Meeting _____ |

POST EVENT

- | | |
|---|---|
| <input type="checkbox"/> Finalize Collections & Reconcile _____ | <input type="checkbox"/> Generate Reports _____ |
| <input type="checkbox"/> Backup & Archive Data _____ | <input type="checkbox"/> Event Debriefing _____ |
| <input type="checkbox"/> Send Thank You Letters _____ | <input type="checkbox"/> Set Next Year's Date _____ |