



How-To Hold an Auction



All auction items must have a value. Priceless is not an option. Per the IRS. If you are having trouble placing a value. Connect with Elizabeth.



Use the templates provided for signage. Place the description signs in picture frames or plexi holders. Place the bidding documents on a clipboard with multiple pens at each station.



Announce when your auction will start. Showcase some items during your event on the mic. Always let people know when the auction will end and give them a 15 min announcement and a 5 min announcement.



Always list or have displayed any stipulations in the auction item. For instance...this vacation rental is only good for the following months...or...for a mutually agreed upon date.



When the auction closes, have people help you close out. Circle the final winning bid and initial it and take the pens. Trust me...seems ridiculous to do, but you have to.

WHEN IN DOUBT. CALL LIZ