

## 2023 AMHS Auction Timeline

### Tuesday, December 13<sup>th</sup> : Auction Meeting following BC meeting

- How to procure; who to ask, benefits to them, how to increase bids on your basket
- Committees: Dessert Dash, Décor, Ticket Sales, Data Entry, Day-Of Volunteers, etc
- Tickets; how to promote sales
  - Each group will be expected to sell 8 tickets minimum

### Tuesday, January 17<sup>th</sup>: Auction Meeting following BC meeting

- Discuss deadlines, brainstorming, etc

### Tuesday, February 21<sup>st</sup>: Auction Meeting following BC meeting

### Saturday, February 25<sup>th</sup>; “Published” deadline to receive procured items

- This allows you time to create, combine or gather more!

### Tuesday, February 28<sup>th</sup> : Auction ONLY meeting

- Committee Sign Up; what do we need to do?
- Deadline for **CASH** ticket sales; ALL MONEY DUE
- Volunteers for drop off, pick up and dessert dash (volunteersignup.org)

### Saturday, March 4<sup>th</sup> : Collection of Items – Google Sign Up Required! 10:00am-1:00pm

- Deadline to turn in all auction items – must bring COMPLETED donation forms, supply photos of donations, .jpg files of logos, photos, etc.

### Monday, March 6<sup>th</sup>: Auction Only Meeting

- Make sure we are all ready 😊
- *Deadline to procure Desserts for the Dessert Dash*, fill out volunteer form

### Friday 3/10: Auction Set-Up

- 3pm, meet at storage facility to load up trucks with baskets
- Arrive at venue approximately 4:30pm to unload truck
- Set up tables and décor 5-7pm (pizza and drinks will be provided)

### Saturday 3/11:

- Volunteers arrive at 3pm, final set up
- Silent Auction begins at 5pm, dinner at 7pm, LIVE auction at 8pm, Dancing 10-12

### Sunday 3/12: at Venue, Winning Bidder PICK UP (for non-attending winners)

### Tuesday, March 14<sup>th</sup>; Post Auction Review, following BC Meeting