

**BOW VALLEY
AGRICULTURAL SOCIETY**

**34th ANNUAL
GENTLEMEN'S AUCTION**

SATURDAY APRIL 16th, 2011

Preparation Manual

Overview

The Men's Auction was started in 1977 by the Bow Valley Agricultural Society in order to raise operating costs in order that fees for community users may be kept as reasonable as possible. **Founding members were Bill Busslinger and Dave Jessey.** It has become a very successful yearly tradition in the community.

There is no GST charged on auction items, there is no ghost bidding and terms of payment are cash, cheque or Visa. Items must be paid for before the purchaser leaves the facility with the item.

Getting Started

The Bow Valley Agricultural Society will delegate a director to call a meeting, usually in early January, to begin planning for the auction coming in April. Representatives from all minor sports (community) sports programs will be called as to the date at the first meeting and will be required to attend. It is best to have at least 12-15 people (1 from each team and 1 from each level of figure skating)

The objectives of the first meeting are to:

- 1) Elect a Chairperson
- 2) Pick a date for the Auction and ensure the banquet hall is booked. The Auction is usually the 3rd Saturday in April.
- 3) Decide on Captains for all of the various tasks required for the Auction.
- 4) Decide on the Master of Ceremonies.
- 5) Review the Procedure Manual and give a copy to all volunteers.
- 6) Set a date in January meeting. In February and March there are usually 2 meetings each month and then 2 meetings in April before the Auction, with one follow up meeting right after the Auction.

Volunteer Positions

Chairperson

- Oversees the organizing of the Auction, delegates tasks, and calls the meetings. The Captains report back to the Chairperson.
- Chairperson also ensures the Busslinger Memorial is engraved.
- Work with Facility Kitchen Manager to ensure dinner is catered appropriately.
- Book shuttle service with D&K Shuttle. Shuttle service to commence around 10:30 until close. (403) 936-3617. Make sure D&K is paid.

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Master of Ceremonies

- Gets the auction started by giving a brief overview of how and what the auction has done (this is usually done by the President of the BVAS)
- Gets one of the women kitchen volunteers to draw the Early Bird draw and the 50/50 ticket
- Announces the closure of the Silent Auction tables.
- Thanks the kitchen staff for dinner

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Ticket Captain

- Design and have printed 15 posters for the auction to post in and around Indus and Langdon
- Design tickets and have tickets printed. 300 with tear away stubs printed and stapled in books of 10. Tickets need to be numbered 001 to 300 to coincide with bid cards.
- Have 300 bid cards printed, numbered 001-300. Perforated down the middle. One side is for bid card number, the other for Bidder information.
- Hands out tickets to various minor sport groups. Keeps track of who has them (records the numbers given out, on Ticket Distribution spreadsheet) All minor sport groups are encouraged to sell tickets. Tickets are offered for sale Smart's Sales, Elevator, 20 to each team, 20 to figure skating.
- Collect all money and tickets at last meeting prior to auction.
- Separate all eligible early bird draw tickets and hand over to BVAS Administrator to hold until Earlier Bird draw at auction. Winner must be present to win.
- Sell tickets at the door and hand out pre-sold ticket bidder cards. This will require the help of at least **three other volunteers**.
The clerks and cashiers handing out bid cards must ensure that the name on the bid card is printed and legible.
- Input all pre-sold ticket info into computer ticket database.

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Ticket Person (assists Ticket Captain)

- Orders tickets, bid cards, item tag #'s and posters. We usually order 300 each of tickets of each of the above. (Tickets should be a different color each year)

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Last couple of years the tickets have been over perforated and broke apart too easily. This should be noted to printing company.

Auctioneer Captain

- Responsible for arranging the auctioneers and getting a firm commitment from them. Four Auctioneers are needed. Called first, Delbert Haynes, Don Vandervelde. Alternates being Gary & Cody Maclean. The auctioneers donate their time for free, but are given Jubilations Dinner Theatre Tickets and free tickets to themselves and their helpers.

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Donations Coordinator

- Coordinates the procurement and cataloguing of donations.
- Send out request letter for donations in January to remind people of the upcoming auction.
- Makes follow up phone calls.
- Issues tax receipts.

Name: BVAS Facility Administrator	Phone: 403-936-5474
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Treasurer

- Keeps track of all expenses, and revenue from the auction, prepares a detailed financial report of the auction.(Make copies for the auction files)
- Assists with logging donations into computer.

Name: BVAS Facility Administrator	Phone: 403-936-5474
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Captain of the Bartenders

- Coordinates bartenders. 2 per shift of bartenders will be needed to work 2 hour shifts.
- Pickup of liquor, and permit. The liquor permit shall be purchased in the name of the Bow Valley Agricultural Society. The BVAS shall provide financial means by which to purchase the liquor.
Permit details included **sales from 5pm to 2am**, with 1 additional hour for consumption.
- Stock cooler Friday night.
- Responsible for tickets sales and cash. Cash to be deposited into BVAS safe in envelopes containing approximately \$500.00

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Computer Captain

- Responsible ensuring all items and donations have been catalogued.
- Sets up BVAS computers and payment equipment
- Responsible for having copies made of catalogue made up.(Office Depot or Staples)
- Two copies of the catalogue with the item prices are needed, one for the auctioneers and one for the committee.
- **4 volunteers** are needed to assist auctioneers in recording buyers bid number, and final selling price. Two records need to be kept to ensure the accuracy of the sold items.
- Organizes **2 cashiers** needed from approx. 4:30 p.m. until closing to receive payment for items. This is a hectic time, extra help may be needed. Receipts for purchases given at this time.

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Captain for “Runners”

- Needs to delegate and coordinate **6-8 volunteers** for the Friday before the auction to assist in organization and set up of the items.
- Needs to delegate and coordinate **6-8 volunteers** for the auction night to display merchandise for bidders, take merchandise to the successful bidder.
- **4 volunteers** are needed to assist auctioneers in recording buyers bid number, and final selling price. Two records need to be kept to ensure the accuracy of the sold items. One record is logged into a laptop supplied by the Computer Captain. The second record is manually entered into a blank catalogue.

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Silent Auction Captain

- To be solely responsible for the silent auction items and tables primarily determined at Friday set up.
- Ensure all items have a lot number and bid sheet.
- Table closing times to be staggered and table sheets to be different colours.
- Tape up Silent auction winner posters and fill in.
- Close Silent auction at predetermined time by **notifying auctioneers** to announce table closings.
- Collect all bid sheets.
- Move all expensive items to behind cashiers table to be picked up only after payment is received.

Total number of volunteers required at the auction (unknown) is determined by the amount of Silent Auction tables set up on the auction eve. One volunteer to watch/close two tables each.

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50/50 Ticket Captain

- Purchase 50/50 permit and tickets.
- Organize and sell 50/50 tickets at auction.
- Count and split money.
- Ensure BVAS money is counted and deposited into BVAS safe.

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Balloons (only if deemed necessary)

- Select prizes and associate with a numbered ticket.
- Put tickets in balloons
- Sell balloons and distribute prizes to winners.

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Captain for Set up and Clean up

- Organize set up and clean up help is scheduled. Usually the IMHA PeeWee A/B teams split the workload.
- Set up on the Thursday prior to auction.
- Clean up the Sunday morning after the auction.

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Pre-Auction Check List

Task Description	Completed
Master of Ceremonies - Appointed	
Tickets - Returned	
Tickets – All pre-sold entered, stickers printed	
Tickets – Early Bird tickets separated	
Tickets – Door volunteers appointed (4 required)	
Auctioneers – Appointed	
Auctioneers – Jubilations tickets purchased, ready	
Auction Tables and chairs setup – Teams notified	
Runners – Set up assistants appointed (6 required)	
Runners – Auction runners appointed (6 required)	
Computer – Set up assistants appointed	
Computer - Cashiers appointed (4 required)	
Computer - Bid recorders appointed (4 required)	
Bar – Liquor ordered	
Bar – Liquor and permit pickup, cooler stockers appointed	
Bar – Bartenders appointed and scheduled / notified	
50/50 – permit and tickets purchased	
Silent Auction – Set up assistants appointed	
Silent Auction – SA bid sheets printed and ready (multi-coloured)	
Silent Auction – Closing time signs printed (multi-coloured)	
Notes:	

