

SILENT AUCTION ITEM DESCRIPTION CARD

Event Name: _____ Event Date: _____

ITEM DETAILS

ITEM #	ITEM NAME / TITLE	DONOR NAME / BUSINESS
ESTIMATED RETAIL VALUE (ERV)	CATEGORY (e.g. Experience, Goods, Gift Card)	ITEM TYPE (Basket / Certificate / Physical Item)
EXPIRATION DATE	REDEMPTION / CERTIFICATE INSTRUCTIONS	

ITEM DESCRIPTION (2–4 sentences — write for the bidder, not a committee memo)

WHAT'S INCLUDED (list every item, service, or component — be specific)

#	ITEM / COMPONENT	NOTES / QUANTITY

RESTRICTIONS & EXCLUSIONS (blackout dates, geographic limits, age requirements, etc.)

BIDDING GUIDANCE

SUGGESTED STARTING BID	MINIMUM BID INCREMENT	BUY-IT-NOW PRICE (optional)
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STAFF USE ONLY

WINNING BIDDER NAME	WINNING BID AMOUNT	PAYMENT METHOD	ITEM CLAIMED (Y / N)
STAFF NOTES			