

SILENT AUCTION ITEM TRACKING SHEET

silentauction.org

Event Name: _____ Event Date: _____

EVENT & TRACKING DETAILS

Organization / Nonprofit Name	Auction Chair / Contact Name	Total Items Expected	Tracking Sheet Page #
-------------------------------	------------------------------	----------------------	-----------------------

ITEM INVENTORY LOG

Lot #	Item Name / Description	Item Category	Donor Name	Donor Contact	FMV (\$)	Start Bid (\$)	Table / Location	Winning Bidder	Status
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
13									
14									
15									
16									
17									
18									

STAFF USE ONLY — POST-AUCTION CLOSE-OUT

Total Items Logged	Total Items Displayed	Total Items Won	Total Items Picked Up	Unclaimed Items (count)	Sheet Verified By
--------------------	-----------------------	-----------------	-----------------------	-------------------------	-------------------

Checkout Staff Initials	Volunteer Lead Name	Close-Out Time	Notes / Issues
-------------------------	---------------------	----------------	----------------

STATUS KEY: IN = Item Received | DISP = On Display | WON = Auction Closed | PKUP = Picked Up | UNCL = Unclaimed