

# SILENT AUCTION PLANNING CHECKLIST

Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Checklist Coordinator: \_\_\_\_\_ Last Updated: \_\_\_\_\_

## PRE-EVENT TASKS | 6-8 Weeks Before

#	TASK DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	NOTES
1	Confirm event venue and date				
2	Set fundraising goal and auction budget				
3	Recruit committee members and assign roles				
4	Launch item donation solicitation campaign				
5	Confirm bidding format (paper / mobile / hybrid)				
6	Reserve or order tables, signage, and supplies				

## PRE-EVENT TASKS | 2-4 Weeks Before

#	TASK DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	NOTES
7	Finalize donated item list and assign starting bids				
8	Photograph all items and collect descriptions				
9	Print or set up bid sheets / mobile bidding catalog				
10	Confirm catering, AV, and all vendors in writing				
11	Send event reminders and promote to attendees				
12	Train volunteers on roles and event-night procedures				

## PRE-EVENT TASKS | Final Week (1-7 Days Before)

#	TASK DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	NOTES
13	Confirm venue layout and table assignments				
14	Prepare checkout packets and payment processing				
15	Print final bid sheets, item cards, and signage				
16	Confirm all volunteer assignments and arrival times				
17	Complete 72-hour checklist review with committee				

## DAY-OF TASKS

#	TASK DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	NOTES
18	Set up item display tables and numbered signage				
19	Place bid sheets / activate mobile bidding				
20	Conduct volunteer briefing before doors open				
21	Close bidding at announced time; collect bid sheets				
22	Tally winners and prepare winner notification slips				
23	Open checkout; process payments and distribute items				

## POST-EVENT TASKS | Complete Within 7 Days

#	TASK DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	NOTES
24	Follow up on unpaid balances or unclaimed items				
25	Send winner confirmation and item delivery details				
26	Send donor thank-you letters with acknowledgment				
27	Reconcile all revenue and document final totals				
28	Debrief committee; archive checklist for next year				

## COORDINATOR USE ONLY

Total Tasks Completed:	Total Revenue (Final):	Coordinator Signature:
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