

Example Bid Sheet

Organization or Event Logo

Label all bid sheets with your organization's name or event logo to remind donors who they are supporting with each bid.

CHAC CHERISHES
CHILDREN *Gala*
JANUARY 24th 2014

Recap Your Cause

Providing a small reminder about where the money is going and how it's going to help can have a profound affect on donors who are on the fence about placing a bid.

Item Tracking

This is important for your own bookkeeping as well as during the checkout process at the event.

Item # **2336-A**

Clear Package Name

A catchy title can go a long way to help guests remember an item so they want to come back and bid more later on.

"Take Me Out to the Ball Game"

Private Box Suite Tickets to a Regular Season Game*, Pre-Game Field Access, Custom In-Game Scoreboard Message, Pre-game Meal at Ball Park Pavilion Club.

*Valid for 2014 regular season games, subject to availability.

**Multiple packages available at the "Buy-it-Now" price.

Restrictions

Include restrictions such as expiration dates, exclusions or price caps.

Recognize Donors

Individual guests or companies who donate items love getting recognized and will be more likely to donate in the future if they are acknowledged.

Donated By:



DURHAM ASSOCIATES, LLC
ATTORNEYS AT LAW

Multiple Available

For items that can be sold more than once, obviously state it in the package description so guests don't give up on items that reach the "Buy-it-Now" price.

Retail Value: \$ **2,500**

Minimum Bid Increase:

\$ **200**

Minimum Bid Amount:

\$ **500**

Buyer Name	Bidder ID#	Phone Number	Email	Bid Amount
1.				\$500
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Limit Bidding Rows

Too many rows on a bid sheet can actually work against you because more rows are harder to fill up empty bid sheets do not encourage more bidding. You can always go get another blank bid sheet to continue the bidding if you reach the last row.

"Buy-it-Now"

A brief explanation of "Buy-it-Now" is a good idea for patrons who are new to the concept.

Minimum Bid Amount

To prevent people from ignoring the minimum bid amount, you can prefill the first line with the minimum amount.

"Buy-it-Now" Price

Typically, this price should be less than the retail value (so bidders feel like they're getting a deal), but high enough that you are getting an appropriate donation for the item.

****Any bid in the "Buy-it-Now" section stops all bidding and is the winning bid amount.****



Buy-it-Now WHY WAIT?

Buy Now for: \$ **2,000**

Buyer Name	Bidder ID#	Phone Number	Email	Bid Amount
1.				
2.				
3.	---	---	---	---

"Buy-it-Now" Multiple Items Available

Only include multiple spaces in the "Buy-it-Now" section if the item can be sold more than once. If the item can only be sold once, there should only one space. In this case, the package can be sold twice at the Buy-it-Now price (See package description), so the third row is crossed out and there are only two spaces available for guests to write in their information.