**Project Leader: ???**

**Strategy:**

Auctions can be conducted in two ways – live or silent.

Why not auction off your talents for the day and donate a percentage of funds raised to Give5?

Have individuals, groups and businesses donate goods and services.  Be creative in what you can auction off and ensure that goods and services are sold at reasonable prices. Do you have items to auction off? What would students and staff be interested in / What do they really need? Who will be interested in bidding on these items? List them.

**Please note:**  You must inform Alumni Relation of your intention to approach Corporate and other donors. The office can assist with available prizes and inform you of approaches to those donors to date. (Knocking on the same doors at the same time is not feasible).

**Determine Your Available Resources:**

Who are your helpers and volunteers?

Do you have an auctioneer (live at event) or platform (silent auctions) for the day?

Do you have the equipment (including packaging) to do this?

When / Where will this be held?

Will you serve / sell refreshments?

Who will make them and how will you serve them?

What will you charge per cup, glass, plate etc?

Do you have the budget or product beforehand?

Have you added this to your overall plan?

**Hammer out the Details (**Who does What, Where, When and hoW much will it cost?**)**

Venue:

Equipment:

Prizes:

Refreshments:

Advertising / Posters / Invitations / Posters / Marketing:

**After event Report (**Lessons learnt, how do we improve the next one?**)**

Did the project meet scope, time, and cost goals?

What was the success criteria listed in the project scope statement?

In terms of managing the project, what were the main lessons your team learned?

Describe one example of what went right / wrong on this project.

What will you do differently on the next project based on your experience working on this project?

Have you submitted this report to the Alumni Relations officer?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Strategy | Fundraising Goal | Target Audience | Task Description | Person Responsible | Due Date? | Cost |
| Auction Item 1 | R 200.00 |  | Secure the date, time and venue / platform. | **?** | **?** | **?** |
|  |  |  | Obtain Item (s) for auction | **?** | **?** | **?** |
|  |  |  | List target audience. | **?** | **?** | **?** |
|  |  |  | Secure your auctioneer / platform for silent auction. | **?** | **?** | **?** |
|  |  |  | Serving / Selling refreshments? Who’s making them at what price? How will they be served / sold? Who will man those stations? | **?** | **?** | **?** |
|  |  |  | Market, Advertise / invite your audience. | **?** | **?** | **?** |
|  |  |  | Decide on how monies will be administered, reconciled and paid over to accountant. (both for auction and sales of refreshments etc). | **?** | **?** | **?** |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
|  |  |  | Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
| Auction Item 2 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 3 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 4 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 5 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 6 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 7 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 8 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 9 | R 200.00 |  |  | **?** | **?** | **?** |
| Auction Item 10 | R 200.00 |  |  | **?** | **?** | **?** |
|  | **R 2 000.00** |  |  | **?** | **?** | **?** |