

LIVE AUCTION GUIDE

BID SPOTTERS

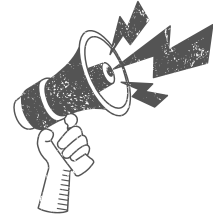


Your role:

You are the auctioneer's eyes and energy in the room. Be bold, be visible, and keep the momentum going!

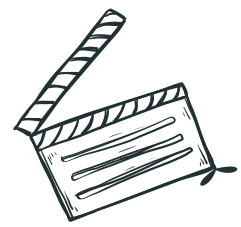
1 Be Loud & Proud

Don't be shy — your job is to help the auctioneer spot bidders. Speak up, wave, make noise. The more energy, the better!



2 Show the Action

While the auctioneer describes each package, point out who's bidding and help direct attention their way.



3 Signal Clearly

When you see a bid:

- Throw one arm up high and point the other at the bidder.
- Wave big so the auctioneer can see.



4 Add Energy

Shout out! A strong "YES!" or "YIP!" draws eyes to the bidder and builds excitement. Keep the room buzzing.



5 Encourage Playfully

Get close and cheer them on:

- "Just one more!"
- "You've got this!"
- "Can we go \$2,500?!"

Keep it light and fun — never push.



6 Celebrate & Support

- If they bid: cheer them on!
- If they win: congratulate them warmly.
- If they stop: smile, thank them, and move on.



Golden Rule

The more fun YOU have, the more fun the audience has...
and the more money raised for the cause!

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RECORD KEEPERS



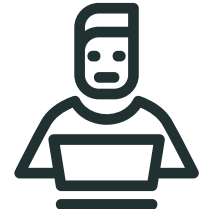
Your role:

Your role is to accurately record each winning bid. Precision and organization are essential.

1

Focus Solely on Recording

Do not engage in spotting—your attention should remain on accurate documentation.



2

Record Clearly

When noting a sale:

- Write neatly and consistently.
- Include the item number, bidder number, and final bid amount.
- Wave big so the auctioneer can see.



3

Listen for Confirmation

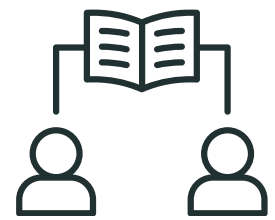
Only write down the winning bidder and amount once the auctioneer declares the item sold. Never assume who won based on audience reaction.



4

Work in Teams

All recorders should track each sale individually, then compare totals afterward to confirm they match before sending results forward.



5

Stay Organized

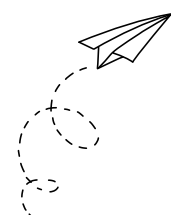
Keep your sheets in order of sale. Label them clearly, use one page per item, and store completed sheets neatly to avoid confusion later.



6

Communicate Quickly

Once verified, pass final results promptly to the checkout or finance team. Quick handoff ensures seamless processing and keeps the event flowing.



Golden Rule

Accuracy comes first. Your clear, complete records make every auction result reliable.