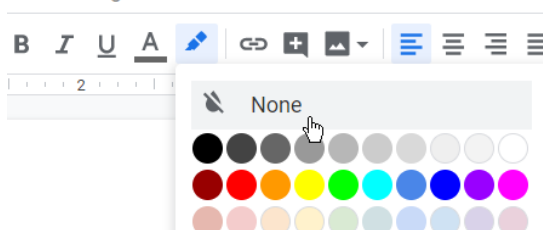


# Silent Auction Rules Sheet

1. Open the [template](#).
2. Double check you are signed in to your Google account (upper right hand corner).
3. Choose File>Make a copy and save the copy to your Google Drive.
4. In your copy, replace any highlighted text with your organization's information and remove the highlighting.



5. Replace any other text as necessary.
6. Print!

<Your Event's Name>

## Auction Rules

### Bidding

1. Each guest is assigned a bid number written on their registration packet. Each guest's bid number is their identifier. To bid in the Silent Auction, guests shall write their bid number on the Silent Auction form corresponding to the desired item. To bid in the Live Auction, guests shall hold their bid card with the number toward the auctioneer so the auctioneer can clearly see it. By bidding in the Live or Silent Auction, each bidder agrees to these auction rules.
2. Bidders may utilize only their own bid number.
3. The bid number next to the highest bid amount at the end of the Silent Auction will be declared the successful bidder of that item. In the Live Auction, the highest bidder acknowledged by the Live Auctioneer will be declared the successful bidder. Being designated the successful bidder by an auction official is a legal contract to purchase the item.
4. Any bid that fails to meet the opening bid or minimum bid increment will be disqualified.
5. In the event of multiple bidders attempting to bid at Silent Auction closing, an auction official may choose to conduct a live auction among the bidders, with the last written bid serving as the opening bid.
6. Anyone attempting to block another bidder from bidding will be disqualified.

### Payment

7. Top bidders must pay for their items in full at the cashing tables at the conclusion of the Live Auction.
8. Auction items will be awarded to one purchaser only. The bidder who has bid the top amount for an auction item will be responsible for full payment of the item.
9. All purchases are final and there will be no exchanges or refunds on items unless otherwise noted or warranted.
10. Payment shall be made by currency, check, or credit and debit cards accepted by our payment processor. Checks shall be made payable to **<organization name>**.
11. In **<month & year>**, the Internal Revenue Service granted **<organization name>** 501(c)(3) status. Payments are tax deductible as a charitable contribution only to the extent provided by law.