

BiddingForGood Checklist – Live Event Only

Just having a live event? You can use BiddingForGood to manage your event! Use the checklist below to help you prepare!

☐ **Required task.**

Getting Ready

☐ Assemble Your Team

- Read our [Tip Sheet for Suggested Volunteer Roles](#) and learn [Where to Find Volunteers](#) or even [Put Out an Ad for an Intern](#)
- Give them access to the Auction Manager – [How to Invite Team Members](#)

☐ Set Your Goal

- For auctions, we recommend that your Auction Catalog be 2x your goal, so if you want to raise \$25k, your auction catalog should be \$50k. Enter your goal under Event > Fundraising Goal.

Get Great Items

- Check out our tip sheets: [Top 5 Auction Items Checklist](#) and [How to Get Great Items](#). Also see our articles [Let's Talk About Items](#) and [How to Get, Price, and Sell Items](#).

Plan your Promotion

- Email is great - but consider other methods too - check out our [Tips on Effective Email Promotion](#) as well as [Promotion Beyond Emails](#)

Nail Down Your Live Event Components

- Raffle, Paddle Raise/Fund a Need, Wine Pull, other games – learn how to enter those in-the-moment-sales using our [Quick Sale feature](#) and preview [How to Enter Quick Sales](#).
- Bidder Numbers – learn how bidder numbers work in BiddingForGood with our [Tip Sheet: Using Bidder Numbers](#).

Setting Up

☐ [Set the right dates](#) under Event > Online Bidding Dates and Event > Live Event Dates (SUGGESTED DUE DATE: 2 months before the event)

☐ [Create and Activate your Homepage](#) for the auction website (SUGGESTED DUE DATE: 4-6 weeks before event)

☐ [Enter Your Items](#) (complete by: as you get them) (remember to mark items as Live Event Only)

- You can build your [live event only items](#) ahead of time. They can be previewed on the auction site leading up to your event, but you can eventually award them to the winning bidders after your event.

☐ [Select a Payment Processor](#) so that you can charge credit cards (SUGGESTED DUE DATE: One month before the event)

[Set up Ticket Sales](#) (complete by: as soon as you want them to sell) for your Event

- This will make event registration and check in quick and easy!

Learn how to use the [Promotion Tab](#) to upload contacts, create, and send emails.

☐ [Print the Bid Sheets](#)

- You can generate the bid sheets under Event > Live Event > Print Materials.

At the Event

Getting Ready and Check In

- Did you sell tickets online? Print the Ticket Report under the Reports tab for a full list of who bought tickets.
 - You can process those ticket orders ahead of time. [How to confirm and process ticket orders.](#)
- Using Bidder Numbers? – Print copies of the Registered Users report under the Reports tab to verify that you have their name and credit card information ready for use during the event. You can also give the guest the Bidder Number listed for them. If they are not on the list, [add the guests manually as an Offline Bidder](#) under Close Out > Manage Bidders > Event Bidders.
- Using Quick Sale for other sales? – Print the [Quick Sale Template](#) to use to record the sales during the event.

Entering the Results

- Review the full [Close Out Steps – Bid Sheet & Gaveled/Live Event Item Auction](#)
- **Give yourself enough time to enter the results** – On the safe side assume it will take about 30 seconds per item that needs to have a winner entered. Example: if you have 50 items it could take up to 25 minutes to enter the results. To cut down on that time, more than one admin can be entering results. So that 25 minutes gets reduced to 12 minutes.
- Gather the bid sheets and Award the items to the winners under Close Out > Award Items. More than one Team Member can be logged in and Awarding Items.
- Collect the Quick Sale sheets and [enter the sales into Quick Sale feature](#) under Close Out > Quick Sales.
- Once everything is entered you can process the credit cards for the bidders' final charges under Close Out > Process Payments.

Check Out and Reporting (after everything is entered)

- To see a list of the items and their winners after the items are awarded, go under Reports > Awarded Items Report.
- To print receipts for Guests go under Close Out > Manage Bidders > Bidder Receipts.
- To print a report of all bidders and everything that is assigned to them (including tickets, quick sales, tickets, and cash donations) go under Reports > Bidder Spend.