

Section: Silent Auction	Document No.: OFPA- to be assigned by EA
Page 1 of 3	Revision date: February 25, 2020

**TITLE: SILENT AUCTION SOP FOR OFPA EVENTS**

**1.0 OBJECTIVE**

To ensure silent auction is promoted and set up correctly prior to OFPA events, and effectively managed during OFPA events.

**2.0 SCOPE**

This procedure applies to the Chair of the silent auction who is responsible to lead the silent auction at the OFPA event assigned.

**3.0 RESPONSIBILITY**

Each Board Member is to support the Chair, when needed to ensure the success of the silent auction.

**4.0 PROCEDURE**

Prior to OFPA Event:

1. Event assigned by Planning Committee to a board member who will chair the silent auction.
2. Work with Social Media chair and Website chair to ensure details are correct for auction.
3. Prepare silent auction forms for each item, see Appendix A for silent auction form template.
4. 1 week prior to event, send all forms to Executive Assistant (EA) for printing in colour.
5. EA will bring all forms and pens to OFPA Event.

At the OFPA Event:

1. Arrive prior to event and set up banner at designated table.
2. Then, all items for silent auction will be placed on table with silent auction form and pen for each item.
3. Silent auction chair will either themselves or via delegate have forms collected 10 mins prior to announcing winners.
4. Ensure a photo is taken of each winning form and sent to OFPA Admin.
5. Winners are to be announced and instructed to provide payment (cash or cheque) to registration desk, prior to collecting item.

**5.0 DOCUMENTATION CONTROL**

ISSUE DATE	REVISED DATE	STATUS
June 13, 2019		Draft
	December 12, 2019	Draft
	December 18, 2019	Draft
	February 25, 2020	Final



## STANDARD OPERATING PROCEDURES (SOPs)

Section: Silent Auction

Document No.: OFPA- to be assigned by EA

Page 2 of 3

Revision date: February 25, 2020

### APPENDIX A: Silent Auction Form Template



**Generously Donated by:**

**Description:** \_\_\_\_\_

**Value: \$**

**Starting Bid: \$ \_\_\_\_\_, Min bid increments of \$**

<b>Bid #</b>	<b>Bidder name (first+ last)</b>	<b>Bid amount</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



# STANDARD OPERATING PROCEDURES (SOPs)

Section: Silent Auction

Document No.: OFPA- to be assigned by EA

Page 3 of 3

Revision date: February 25, 2020

12		
13		
15		
16		
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