



# SUPPORT OUR TROOPS, Inc.

## Silent Auction Volunteer Notes

For Quick Answers Call:

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## Donation Table Staging Guide

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## The Basics

- Our Experienced Leaders will provide guidance!
- Items are placed on tables by categories
- Items to be taken to designated tables and unpacked (in most cases)
- Boxes to be stored under the table for use at end of auction
- Dot Labels with item number must be visible
- If there is a string tag taped to a box the tag will need to be placed with the item when unboxed.
- Small easels and frames are available for small pictures and item descriptions as needed
- Larger pictures on stand-alone easels
- Plastic frame/stands are used in some cases for item descriptions
- Music stands can hold bid sheets on clipboards for awkward items that don't fit nicely on a table top! (We have 5)
- Verify item description matches Item and Item number
- Make sure the bid sheets stay with item
- Place pen on each bid sheet

# Floor Plan Change

*Subject to adjustment as we see how much wine we have to work with, etc.*

1. Information/Fun/Business (aka Command Table) moved to a high-visibility area.
2. Dealing with the “Awkward Hall:” Water fountains, industrial kitchen doors, bathrooms, etc. give a feeling of “Don’t Go Beyond This Point!” Less inviting; subconscious avoidance; not prime space.
  - a. Gift Cards will take over the Awkward Hall.
  - b. Big Balloon Arch or Balloon Columns will frame the entrance to this hall with a “Gift Card Garrison” sign, too. This grand entrance clearly features their category and hopefully draws people around that corner.
  - c. Gift Cards are easier to display in the choppy wall space of the Awkward Hall.
3. Those who have graciously donated items or services will be in more attention-focused areas.
  - a. Flow around the left corner is much more natural.
  - b. Continuous tables flow well without as many interruptions as Awkward Hall. (water fountains, doors, etc.)
    - i. Note that certain doors of the Ballroom will be blocked thus increasing the continuous flow.

