



## NGHA Annual Hockey Tournament

### **Blind (or Sealed) Auction Instructions**

Please arrive 10 minutes early for your shift to ensure smooth transition and allow for a few minutes at the end to hand off your responsibilities.

**DO NOT LEAVE UNTIL NEXT SHIFT ARRIVES**

**Auction closes on Saturday @ 3:00 pm. Winners will be notified by phone and must claim their prize by Saturday 8:00pm.**

**Do not leave the area unattended at any time.**

**Make sure a parent is always present as these items are VALUABLE**

### **Hours of Volunteers**

Friday 8:00 am – 9:00 pm, Saturday 8:00 am – 9:00 pm

### **General Duties:**

- Keep the area neat and tidy
- Ensure pens are available on the table to fill out the auction ballots
- **Make sure people fill in name and phone number where they can be reached Saturday afternoon**
- Ensure area is never left unattended
- Answer any questions
- Pass these instructions on to the next group of volunteers

### **How does the Blind (or Sealed) Auction Work???**

- Each item will have a description, estimated \$ value and minimum starting bid.
- Bidders fill out a ballot with **ONE bid (dollar amount)** which they think will ultimately be the highest/winning bid. All bids are expected to be honoured.
- Ballots are placed in a sealed box, corresponding to the item they wish to bid on.
- **Highest bid will be the winner**
- **\*\*IMPORTANT\*\* the phone number on the ballot must be the number where they can be reached Saturday afternoon**
- Auction on Saturday at 3:00 pm, at which time the draw will take place and the Volunteers will contact each winner.
- Items to be picked up at location of auction (either Minto or Sensplex). Payment can be made by CASH or VISA/MC (with the help of the DIFD merchandise table's machine)

**WINNERS MUST PICK UP THEIR ITEM ON SATURDAY PRIOR TO 8:00pm**



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### Friday Shifts (Auction hours 8:00am – 9:00pm)

- 8:00 am volunteers are to help set up the table and items
- Items will be managed by assigned volunteers
- Last group of volunteers on Friday
  - Move items, ballots and boxes back into the designated locked rooms

### Saturday Shifts (Ticket Sales 9:00am – 3:00pm)

- 8:00 am volunteers are responsible for setting up items on the tables
- Items will be located in the designated Storage Rooms at each site
- **Ticket Sales will close @ 3:00 pm**
- Draw winning ballots
- Contact each winner
- Volunteers will remain at location until the prizes are collected.
- Contact next group of Volunteers if all prizes have been collected from your location and advise them that they are no longer required for your shift
- **If at the end of the last shift prizes remain, store remaining items in the designated locked rooms and call Jana 613-878-3798 or Aija 613-851-4008**

Please call the Wendy 613-323-3115 or Jenn 613-791-0645 with the names of the winners so they can be published on the website or with any questions or concerns.