

EVENT ORGANIZER SHEET

Please fill out the information requested below to the best of your knowledge at the time. AES understands that many event details will change as the event date draws closer and this minimal amount of information will be very helpful as we put together a proposal and contract.

EVENT

Organization (Name, address, phone, website)

Date

Auction Chair or Development Director (name, phone, email)

Location

Event Title

Estimated number of guests

Estimated proceeds from silent auction

Estimated number of silent items

Estimated proceeds from live auction

Estimated number of live items

Name of person in charge of providing item information to AES (who is collecting the items and cataloging them)

Estimated proceeds from silent, live, paddle, cash call, etc

SPECIAL APPEAL / PADDLE RAISER / CASH CALL

Estimated number of participants

Live Auctioneer

KNICK KNACKS

Are you selling any knick knacks such as center pieces, gift boxes, surprise boxes and if so about how many and how much each

TIME LINE

When does event start / end

Silent auction start / end

Live start / end

Special Appeal / Paddle Raiser / Cash Call start / end

Checkout or cashiering start / end

Item pickup start / end

Presentation start / end

Entertainment start / end