

Submitting Donations for the Silent Auction



Please see the attached 2019 Donation Information Form.

Donation forms for silent auction items at the TMN annual meeting should be submitted prior to arrival at the meeting. **We are asking that all donation forms be turned in no later than October 12.** Doing this will allow time for volunteers to enter every item into the online bidding application so the bidding can start at noon on the first day of the meeting. **Donated items can be turned in upon arrival at the meeting beginning on Friday, October 18.**

A form should be filled out for **each** auction item, including gift certificates. Gift certificates should include information on the expiration date and any geographic restrictions (two nights at a hotel in Dallas to be used before the end of October 2020, for example). A basket, bundle or weekend travel package including several items or certificates can be submitted together on one form as a single auction item. A complete description of the item, including estimated value, will be most helpful to bidders. Also essential is the name and contact information of the person who obtained the donation and the name/contact information of the person and organization that donated it. This is especially helpful if there are any questions about the item before, during or after the silent auction.

Since we are using mobile bidding and checkout this year, it is essential that each donation form is accompanied by at least one picture of the item. The easiest way to do this is to take a picture of the completed form and another of the item. Send both as attachments to a single email to auction@ntmn.org.

A member of the donation team will enter the information for each item including any picture(s) into the Auction database. They will send an email confirmation including a unique silent auction number assigned for that item. This unique number will be used when the item is turned in at the conference hotel. This is the same number that will be used to identify the item for bidding and for checkout.

There will be a table in the lobby of the conference hotel, the Hilton Dallas/Rockwall Lakefront where you can turn in donated items and gift certificates beginning at noon on Friday, October 18. If you have any questions or need assistance, please contact me at auction@ntmn.org.

Thanks for your help in making the silent auction fun, exciting and successful!

John Pauley
Silent Auction Donation Chair