

Jewellery Auction & Sales

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WHAT WE PROVIDE

- ◆ Donated Item between \$2k-\$3k in retail value- this is provided at least 1 month prior to Auction to enable your club to sell raffle tickets
- ◆ 12% of all of the proceeds of the Auction will be donated to you
- ◆ Jewellery; Boxed and in Cabinets, plus everything needed for the display
- ◆ Catalogues
- ◆ Projector and projector screen for photograph display
- ◆ Bidders cards
- ◆ Invoicing of items purchased
- ◆ Eftpos machines and cash tin for taking payments
- ◆ All Staff

WHAT YOU NEED TO PROVIDE

- ◆ Venue
- ◆ Attendees
- ◆ Tables for display to sit on (please see attached diagram of tables needed)

SERVICE OPTIONS AND SUGGESTIONS

Cocktail Evening:

We recommend that you charge a door fee- tickets could be sold for the event or a simple door charge could be taken.

Example of times and overall night:

- ◆ 6:00pm : Arrival of guests- Viewing of Jewellery (drinks served)
- ◆ 7:00pm : First half of Auction commences
- ◆ 7:30pm : Interval for Canapés and drinks to be served (I would recommend 30 minutes)
- ◆ 8:00pm : Second half of Auction commences
- ◆ 8:30pm : Auction concludes

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Formal Dinner Evening:

We recommend that you charge a door fee- tickets could be sold for the event or a simple door charge could be taken. The Rotary Club who held the Auction as a formal Dinner Evening supplied and cooked the food themselves. (They served; Curry and rice for the main meal and Sarah Lee Cheese cake for desert) The club made approx \$8 profit per person from the door charge of \$20.

- ◆ 6:00pm : Arrival of guests- Viewing of Jewellery (drinks served)
- ◆ 7:00pm : First half of Auction commences
- ◆ 7:30pm : Interval for Food and drinks to be served (I would recommend 30 minutes)
- ◆ 8:00pm : Second half of Auction commences
- ◆ 8:30pm : Auction concludes

Day Auction

We recommend that you charge a door fee- tickets could be sold for the event or a simple door charge could be taken.

Example of times and overall Day:

- ◆ 11:00am : Arrival of guests- Viewing of Jewellery
- ◆ 12:00pm : First half of Auction commences
- ◆ 12:30pm : Interval for Lunch and drinks (coffee/tea) to be served (I would recommend 30 minutes)
- ◆ 1:00pm : Second half of Auction commences
- ◆ 1:30pm : Auction concludes

From the time in which the Auction concludes it will take approx 30 minutes for all payments to be taken and invoices and Jewellery to be given out.