

# Your silent auction, ready to run.

*You bought the Multi-Item Workbook. This guide gets you from "open the file" to "print the bid sheets" in about 10 minutes — plus a few notes from 20 years of running auctions.*

## WHAT'S IN THE WORKBOOK

Three tabs, in order:

1. **Setup** — your event name, date, location, and the Buy-It-Now multiplier. Fill this in once.
2. **Items** — your auction items, one per row. Up to 30 items.
3. **Print Sheets** — automatically generated bid sheets, one per item. Don't edit this tab — it builds itself from the other two.

## STEP 1 — FILL IN SETUP

Open the **Setup** tab and fill in four fields:

- **Event name** — appears at the top of every bid sheet (e.g., "Spring Gala 2026").
- **Event date** — type it as text, however you want it to read (e.g., "Saturday, May 4, 2026").
- **Location** — venue and city (e.g., "Bell Auditorium, Florence CO").
- **Organization** — your nonprofit or group name.

You'll also see a **BIN Multiplier** cell set to **1.10**. That means Buy-It-Now is 110% of an item's value. Leave it alone unless you have a specific reason to change it — see the callout below.

**Mike's tip on Buy-It-Now:** 110% is the sweet spot. High enough that the buyer is paying a premium for certainty (no bidding war, item is theirs). Low enough that someone who really wants the item will actually push that button. I've seen organizations set BIN at 150% and 200% — those rooms ended with unsold items and disappointed donors. 110% works.

## STEP 2 — ENTER YOUR ITEMS

On the **Items** tab, fill in three columns per row:

- **Item Description** — be specific. "Handmade quilt — queen size, log cabin pattern" beats "Quilt."

- **Value (\$)** — the fair market value. This drives every bid line and the Buy-It-Now price. Be conservative — it's better to have a low opening bid that gets people writing than a high one that scares them off.
- **Donated By** (optional) — donor name. Printed on the bid sheet. Donors love seeing their name; it also nudges bidders.

Delete the example row when you're done. Each row you fill in automatically generates a printable bid sheet on the Print Sheets tab.

**Pricing items you're not sure about:** Look up the retail price for new items. For used/donated items, use the eBay "sold listings" filter for honest market value — not the asking price, the actual sold price. Conservative pricing makes bidders comfortable starting. Aggressive pricing makes them walk past.

## STEP 3 — PRINT ONLY THE PAGES YOU NEED

Click the **Print Sheets** tab. You'll see one bid sheet per item, each on its own page. The header, item description, value, and donor name pull in automatically from the other tabs.

Each bid sheet has:

- 12 bid lines, scaling from 10% of value (Bid #1) to 100% (Bid #12).
- One **BIN** line at 110% — anyone who signs this ends the auction for that item.
- Space for the winning bidder's name and final bid at the bottom.

**The Print Helper does the math for you.** Look at the right side of the Items tab — there's a small oxblood box that shows **Items filled**, **Pages to print**, and **Rows to unhide**. It updates live as you add or delete items. No mental math required.

### Two ways to print only the pages with your items

#### Option A — Print a page range (fastest):

1. File → Print
2. Under "Settings," change *Print Active Sheets* to **Custom Range**
3. Enter the value from the Print Helper's *Pages to print* field (e.g., **1-5**).

#### Option B — Unhide the rows you need (permanent fix):

1. On the Print Sheets tab, the empty bid-sheet blocks are hidden by default to keep things clean.
2. The Print Helper tells you exactly which rows to unhide (e.g., **Rows 31 to 150** for 5 items).
3. Select that row range → right-click → **Unhide**.
4. Print Preview now shows exactly the pages you need.

**Bonus — Google Sheets users:** There's an optional 5-minute setup that makes empty bid sheets auto-hide as you add or remove items. No print-helper consulting, no row-unhiding. See the *Google Sheets Setup* link on your download page.

**To print:** File → Print → make sure you're printing the Print Sheets tab only, fit to one page wide. Print on cardstock if you can — it survives a night of bidders writing on tables.

## AUCTION-DAY CHECKLIST

Before doors open	Done?
Bid sheets printed (one per item, plus 5 spares)	<input type="checkbox"/>
Pens at every table (twice as many as you think)	<input type="checkbox"/>
Clipboards or table tents holding each sheet	<input type="checkbox"/>
"Rules of bidding" sign visible (in workbook footer)	<input type="checkbox"/>
Stopwatch or clear closing time announced	<input type="checkbox"/>
Card reader or PayPal QR for fast checkout	<input type="checkbox"/>

## HOW THE BIDDING WORKS

1. Each new bid must be higher than the one above it. Signing a line is a binding bid.
2. If someone signs the **BIN** line, the auction for that item ends immediately. They win at 110% of value.
3. At closing time, the bottom signed line is the winner. Write their name and the amount on the "Winning Bidder" line at the bottom.
4. Collect payment. Hand them the item. Move to the next sheet.

## COMMON MISTAKES TO AVOID

- **Don't let bid sheets walk.** Tape or clip them to the table. Lost sheet = lost item = lost money.
- **Don't extend the closing time.** Announce it clearly, then close. Bidders learn fast — if they know you'll extend, they wait. If they know you won't, they bid early.
- **Don't price too high.** The whole point is to raise money — an unsold item at \$200 raises \$0. A sold item at \$80 raises \$80. Better to sell.
- **Don't skip donor names.** Recognition costs nothing and brings donors back next year.

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**Need help?** Email me directly at [mike@anumber1.com](mailto:mike@anumber1.com). If you want me to brand the workbook with your logo and colors, that's the **Branded Pro** tier — I'll credit your \$29 toward it.

Good luck with your auction.

— **Mike Vendetti** · Florence, Colorado