



**CharityAuctions**

## Mobile Bidding Checklist

### Volunteers & Staff:

- ☐ Take volunteers through the bidding process so they can help donors with bidding questions.
- ☐ Designate a volunteer or staff member as your IT person and coordinate tech with them.
- ☐ Email your event schedule, bidding rules, etc. to volunteers beforehand.
- ☐ Coordinate mobile bidding with your auctioneer.
- ☐ Set up admin access to your auction page for any staff member or volunteer managing the auction.
- ☐ Understand how to verify item winners in your online auction software during item checkout. (This may involve requesting donors to show their receipts on their devices at item pickup).

### Equipment:

- ☐ Bring extra phone chargers for different types of phones and devices.
- ☐ Set up a bidding kiosk with a few extra devices or equip your volunteers with extra devices to bid for guests who don't have their own smartphones.
  - ☐ Prepare a payment method or bring a credit card reader for donors who don't have their own devices.
- ☐ Verify that wi-fi or reception is strong enough in all rooms and areas of your event space.
- ☐ For large events, rent networking equipment or bring a mobile hotspot backup.
- ☐ If using wi-fi, display the wi-fi password on signage.
- ☐ Secure a projector for video storytelling and live dashboards. (You can inquire at your venue, or your organization can secure its own).
  - ☐ Verify that your projector is functioning.
- ☐ Secure speakers and microphones for your auctioneer and speakers. (You can inquire at your venue, or your organization can secure its own.)
  - ☐ Verify that your speakers and microphone work.



## Signage:

- ☐ Print at least one large welcome sign that explains your mobile bidding process and displays the QR code linking to your auction page.
  - ☐ Secure sign holders for welcome signs if needed.
- ☐ Print signage for all items with item numbers and descriptions (and QR codes if applicable).
  - ☐ Secure sign holders for item signage.
- ☐ Print sponsorship displays or add sponsorship displays to your auction page.

## Software:

- ☐ Configure bidding increments for items.
- ☐ Customize receipts in your auction software or fundraising software.
- ☐ Configure ticketing in your auction software or fundraising software if charging for admission.
- ☐ Enable and customize text notifications.
- ☐ If you choose to use popcorn bidding, enable it in your software.
- ☐ Configure your live dashboard.
- ☐ Configure your donation button in your auction software or fundraising software.
- ☐ Schedule bidding windows (Consider creating multiple bidding windows if you have a large selection of items).
- ☐ Set up a backup plan for issues with payments. (Will you designate second place as the winner or offer an alternative payment method?)
- ☐ Configure your auction software to release an auction preview a few days before your auction goes live.
- ☐ Know how to contact your auction platform for help during your event.
- ☐ Test your auction page on mobile devices before you go live.



# CharityAuctions

## Terms and Conditions:

- ☐ Add any terms and conditions not already included on your auction page. (Are all bids and sales final? Are bidders responsible for item pickup? By registering, do they accept receiving email or text from your organization?)
- ☐ If using consignment items, disclose to your donors which items are consignment items (and disclose that part of donations towards consignment items will not go towards your organization).
- ☐ Disclose any extra fees or processing fees that your donors will pay during checkout.

Schedule a mobile bidding consultation call at [charityauctions.com/contact-sales](https://charityauctions.com/contact-sales)  
or test mobile bidding for free at [charityauctions.com/auth/register](https://charityauctions.com/auth/register)