

## November 2017 Update on the Live Auction List Data Entry

- ❖ Each live auction donation was accompanied by 2 identical forms. Forms and donations were dropped off at Thora's house, Sew Fun or Quilter's Cupboard. On the due date, all donations were taken to Thora's house. I collected one copy of each form and took them home to enter the title, size, donor, piecer, & quilter on my home computer in a format which could be copied and pasted by Linda Hampton for the auction program. I did initialize both forms for each quilt so everyone would know which quilts had been logged and which might still need to be added to the computer & program notes. This list is included in this red folder on the following pages.
  
- ❖ Next, I alphabetized the forms by quilt name. On the night, when the quilts were placed in an order for the auction, I wrote the number on the forms and added the numbers to my computer for the program.
  
- ❖ I emailed the completed list/program to:
  - Dora Espinoza, Co-chair
  - Barbara Heki, Co-chair
  - Dorothy Deis, MC (I also gave her the stack of forms. The second form stayed with each quilt entry.)
  - Linda Hampton, who created the program with the list I typed
  
- ❖ I filled out the NCR papers from this list. These are the papers used at the auction to record the winning bids and paddle numbers. Don't forget to add the Christmas tree ornaments and the tree skirt like I did.
  
- ❖ Take extra blank forms to the auction.

Jenny Phipps

Nov 2017 Auction List Data Entry Volunteer