



**National Urea Cycle Disorders Foundation**  
families research education support ... Hope

Dear Potential Fundraiser,

You can help us in our mission to find a cure for Urea Cycle Disorders (UCDs) and support those affected by UCDs, by hosting a fundraiser in your community. Donated proceeds from the fundraiser will go to the National Urea Cycle Disorders Foundation.

We're here to help as best we can! Our fundraisers in a box include step-by-step instructions, ready-to-use logo files, and more. Your success is our success. How can we help you?

Thank you for considering hosting a local fundraiser benefitting the National Urea Cycle Disorders Foundation (NUCDF).

-Board and Staff of the NUCDF



# How To Host a Silent Auction Fundraiser

## **1. Planning the event/planning committee**

If you have a team of people willing to help, gather with them and begin to plan the basics of your silent auction event.

Things to think about:

What is your fundraising goal?

Will your event be ticketed?

What date/time will you hold your event? Where?

Will you incorporate other simultaneous events to raise extra funds (raffle, etc)?

Who will do what parts of the event (setting up, announcing, clean up, etc)?

## **2. Choose and obtain a venue for the event**

Make sure your event location is available and secure the space for the event. Be sure that the location will hold the number of people you plan to have attending the event.

## **3. Obtain donations for your auction**

Ask local businesses to donate items for your auction. Ask friends and family to help with securing items for the auction. Put together baskets with smaller like items that people may be interested in bidding on.

## **4. Promote your silent auction**

Getting people to the event is the most important part! Share your event on numerous media outlets; including social media, print media (fliers at local businesses and locations), email, word of mouth, etc. Put all the important details on the advertisement (when, where, what it's for, cost, etc).



## **5. Pricing your auction items**

It's suggested that you have a range of starting bids to encourage more attendees to place a bid. Not everyone will have the budget to place high bids, but they may bid on lower-priced options.

Create a bid sheet for each item. This should include the item name, a short description, and who donated it. Then have a series of lines for people to write their bids.

## **6. Setting up for the auction**

This step involves physically setting up the venue for the event. Set up tables, auction items, and anything else that may need set up for your event day. Arranging the tables around the outside of the room can help give enough room for people to walk around them to do their bidding.

Have a separate area for announcements and for winners to pick up their item(s). If you have other smaller events going on simultaneously, have a separate space for those as well, or at least proper signage/labels to let attendees know what is happening where.

If possible, make sure to have plenty of volunteers to help with greeting attendees, handling ticketing, monitoring the silent auction tables and bidding, etc.



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## **7. Track and Manage Donations**

Keep track of all donations. Use a money box to keep your money. Have a trusted volunteer or two be in charge of keeping it secure. Track donations by writing them down as they come in. Then after the event, the donation should be sent to NUCDF by mailing a check to:

National Urea Cycle Disorders Foundation  
75 S. Grand Ave.  
Pasadena, CA 91105

We would love for you to also submit Images if you have any. Images and any other Information about the event can be emailed to [cureucd@nucdf.org](mailto:cureucd@nucdf.org).



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## Logos Approved to Use



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## How to Reach Us

**Website:** <http://www.nucdf.org>

**Email:** [cureucd@nucdf.org](mailto:cureucd@nucdf.org)

**Facebook:** <https://www.facebook.com/NUCDF>

**Instagram:** <https://www.instagram.com/cureucd/>

**LinkedIn:** <https://www.linkedin.com/company/nucdf/>