**Silent Auction Solicitation Templates**

Please note that you should adjust these to fit the needs of your organization. Each non-profit is different, and you know your vendors. Make it work for you!

**Phone Call Script** (this is written to be more of a phone message, but can be adapted to be a conversation)

Hello. I am {{you name}} from {{your town}} – calling on behalf of {{insert your organization name here}} to request for your support for {{insert your event name here}}. }}. This has become an important component for our organization, and is our major fundraising event. This event contributes over {{insert $$ amount here}} annually to the operating budget of our institution.

A silent auction will be held during the event – which is scheduled for {{insert date here}}. We would like to list you as a supporter and ask if you would consider donating an item representing your work or your business.

If so, donations need to be at our office by {{insert deadline date}}. We are happy to pick up your donation, but you may also drop it off, or mail to us at {{insert address here}}. We will be listing all items received by {{this date}} on our website. We will need all items no later than {{insert final Silent auction date}}.

If you can help, it would be greatly appreciated.

If you have questions, please let me know.  My contact information is:

Thank you

**E-Mail Message**

Dear \_\_\_\_\_\_,

I'm writing on behalf of {{insert your organization name here}} to ask if you would be willing to support our fundraising event on {{insert date}}. This has become an important component for our organization, and is our major fundraising event. This event contributes over {{insert $$ amount here}} annually to the operating budget of our institution.

A silent auction will be held during the event – which is scheduled for {{insert date here}}. We would like to list you as a supporter and ask if you would consider donating an item representing your work or your business.

If so, donations need to be at our office by {{insert deadline date}}. We are happy to pick up your donation, but you may also drop it off, or mail to us at {{insert address here}}. We will be listing all items received by {{this date}} on our website. We will need all items no later than {{insert final Silent auction date}}.

If you can help, it would be greatly appreciated.

If you have questions, please let me know.  My contact information is as follows:

Sincerely,

{{your name here}}

{{your title}}