The First Five Year's Gala will be held on June 8, 2019 at 6:00 pm.

These are some of the specifications needed:

- ✓ **Silent Auction Platform -** we would like to easily integrate silent auction management platform with our website. The homepage will need to go live 2 months prior to Gala and remain post Gala.
- ✓ **Pre-Event Set Up—**Vendor must provide staff to run through/confirm check list of technical set up items are properly configured prior to the event.
- ✓ **Branding and Design—**ELCOC must be able to design the page with our branding to ensure it is in keeping with our organization and event branding.
- ✓ **Processing Equipment—**8 to 10 credit card swipers are needed for guest-registration and for purchase of Tickets of Chance (non-bid-item) and other items to be sold per the Gala Committee's decisions this year.
- ✓ **Payment Tracking—**Vendor's system must allow ELCOC to track cash and checks.
- ✓ **Equipment Compatibility—**The Vendor's software must allow multiple credit cards from one person/bidder if they want to use multiple cards. Vendor's equipment must be compatible with IOS or Android devices.
- ✓ **Add items that are non-bidding without limit of quantity -** Tickets of Chance (raffle ticket) without limits to guest or limits to sell.
- ✓ **Registration—**We need clear directions for guests on the ability to use e-mail and name to register guests, confirmation emails and immediate preview of bidding items. We also need ability to self-register attending guests and add seating/table numbers etc.
- ✓ **Early Viewing —**Mobile and online must be able to start prior to the event to allow guests to receive preview bidding items and perform pre-registration. We need this option without the release of all items.
- ✓ **Night-Of-Troubleshooter—**Vendor must provide a staff member to be present at the event to assist with technical questions related to the software and usage.
- ✓ **Immediate Results—**A summary of all Night-of-Sales <u>MUST</u> be available in real time. Fundraising total are part of the event finale.
- ✓ **Winner's Confirmation —**Mobile and online must be able to send winner's an email confirmation, as well as notify the event staff of winners for payment processing and check-out process.
- ✓ **Post-Event-Sell Off—**The System MUST be capable of opening the mobile and online bidding process after the event to sell off items that may not have sold during the night of the event.
- ✓ **Texting Ability-** For pre-event directions, Text to give, silent auction closing reminders, receipts, and post-event thank yous.
- ✓ **Real Time Visual of Giving -** During the event a visual of the fundraising goal and giving updates MUST be available and updated in real time.
- ✓ **Data Analytics Capability—**Bidding system must produce comprehensive reports that summarizes top and low selling items by type of product in multiple formats to provide trends to the committee during the debrief.

Please submit your quotes to:

Jamie Lopez, Procurement Support Specialist at jlopez@elcoc.org

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