

This script is for a Guest List Check In only. Volunteers should use an economy of words and assume the guest wants to be a bidder. Keep it simple!

GUEST IS A BIDDER (indicated with a green paddle number on the guest list)

“Welcome! May I have your last name please?”

“Thank you”

{Look up guest}

Proceed below based on whether they are a Bidder or Non-Bidder

BIDDER -

Did you download the Handbid App?

Yes - "Great, you are good to go!"

No - "Let me send you a login link", "download the app first, then click the link I will send you"

“Here is your {paddle number, program, table etc}”

“Have a great time! If you have any questions, there are volunteers to help in the silent auction area or come back and see us!”

NOT A BIDDER

“I am going to send you a login link for the silent auction”

“Download the Handbid App first, then click the link I will send you”

{Complete guest data - first name, last name, email and cell}

“Here is your {paddle number, program, table etc}”

“Have a great time! If you have any questions, there are volunteers to help in the silent auction area or come back and see us!”