

## **Auction Guidelines**

**In preparation for hosting an auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:**

1. Read Section 5, page 30 of the Student Organization Handbook related to hosting an auction. ([union.fsu.edu/sac/SOH/RSO\\_Handbook\\_v7.pdf](http://union.fsu.edu/sac/SOH/RSO_Handbook_v7.pdf))
2. Complete a Special Events Permit at [union.fsu.edu/eventplanning/plan.html](http://union.fsu.edu/eventplanning/plan.html). You must include a very detailed description of the auction, including what is being auctioned, how it will be auctioned, etc.
3. Schedule a meeting with Billy Dahlgren, Assistant Director of Event Planning and Permitting, to discuss the details of the event. ([wdahlgren@admin.fsu.edu](mailto:wdahlgren@admin.fsu.edu)) or [644-6673](tel:644-6673)).

## **Important Details...**

- There is a minimal cost for space when any exchange of money occurs for programs hosted in the Union, Student Life Building, or Student Services building. For pricing, please contact Guest Services at 644-6083.
- The Student Activities Center staff or designee reserves the right to attend the event.
- Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or can be referred to the Office of Student Right's and Responsibilities.