

## Proxy Bidding Procedure:

1. Please select the item on which you would like to bid from our electronic auction lot catalogue (available at <http://www.blspi.org/auction>).
2. E-mail the following to [blspi.auction@brooklaw.edu](mailto:blspi.auction@brooklaw.edu):
  - a. Subject Line: "Auction Proxy Bid"
  - b. The auction item you're bidding on: Include the item #, whether it's from the live or silent auction, & the tagline of the item.
  - c. Your full name
  - d. Mailing Address
  - e. Telephone #
  - f. Your bid amount:
    - i. For the **live auction**: a proxy bidder will bid for you as needed until you reach your bid amount (i.e. highest amount you're willing to pay for the item).
    - g. For the **silent auction**, your bid will be recorded by a member of the Auction staff as it stands (i.e. if you e-mail us telling us you're willing to spend \$50, we will record \$50 on the bidding sheet).
3. All proxy bids have to be sent to us by **Wednesday, March 10<sup>th</sup>, @ 11:59pm** in order to be considered.

NOTE: The silent auction begins at 6:00pm and ends at 10:00pm to allow students to arrive after class.

If you have any questions please send them to [blspi.auction@brooklaw.edu](mailto:blspi.auction@brooklaw.edu).

## Good Luck!