

## St. John Auction Frequently Asked Questions

The following are a few answers to questions commonly asked about the Auction.

### What is the Auction?

The Auction is St. John School's largest fundraiser of the year. It's a fabulous party for St. John parents and their friends to celebrate the school, eat delicious food, and shop for fantastic goods, services and unique experiences. Our community is what makes the auction a success – grossing over \$450,000 last year! It's *the* party of the year and you don't want to miss it!

### Why do we have an Auction?

The purpose of the auction is two fold: First, it raises necessary funds that will immediately benefit all students and teacher salaries. Through the generosity of current families, grandparents, alumni and friends, the auction's goal is to raise \$300,000 for the operating budget. Second, and just as important, it's an opportunity to socialize as a community and build lasting connections.

### What can I expect at the Auction?

For 34 years, the auction has been a night to remember! It will start at 5:00 p.m. with our Spotlight and St. John Cellar Auction, which you can browse and bid while enjoying passed appetizers and an adult beverage. This is also your time to try your luck at the *Wine Grab, Golden Ticket Raffle, and more!* At 6:45 p.m., we begin to move in to the large studio for dinner and the Live Auction. Don't forget to check out the delicacies available in the Dessert Dash, bidding for those treats will begin at 7:00 p.m. Following the Live Auction, stay for the After Party where you can dance, socialize and continue the celebration.

### Can we still go even if we don't buy anything?

Yes! Yes! Yes! This event is not only a fundraiser; it's also a St. John community builder that allows you the opportunity to mingle, meet new people, and have fun.

### What is included in the ticket price?

The standard ticket provides you with entrance to the Live Auction and Gala Event, a delicious dinner from Kaspar's, beer/wine/non-alcoholic beverages and the After Party. Upgraded tickets will also be available.

### How do I purchase tickets?

Tickets can be purchased online at *Bidding for Good* about 6 weeks before the Live Auction and Gala Event.

## FAQ

### **Is this a family event?**

The Auction is a grown-up party. No children, please. Make arrangements for a babysitter so you can enjoy an adult night out.

### **What are the expectations as far as procurement/donations?**

It is a part of your tuition contract to procure or donate items or cash (\$250) to benefit the school.

### **What is the difference between procuring and donating?**

Procuring involves asking a third party to contribute an item for the auction; donating is contributing an item or cash for the auction from your own resources.

### **If I buy something from my place of employment, do I put my employee price as the value?**

No. The retail value should reflect the true market value. Go to your company's website and find out at what price they sell the item to the public.

### **My friends and I are putting together a party for the auction, how do we value it?**

It should be based on an estimate of the monetary cost to put it on (including the cost of the venue if applicable), not the price you hope it will sell for. *Please be advised, St. John School will not make any financial contributions to or otherwise subsidize any group events.*

### **I am donating something absolutely fabulous; can I assume it will go in the live auction?**

We are limiting the number of live items, so the auction chair(s) cannot guarantee any items status until we have all items in and are assembling the catalog. The auction chair(s) will do their best to put those items in live that will generate the most return for our children. All item placement is at the discretion of the auction chair(s).

## FAQ

### **How do I begin procuring items?**

1. USE AN OFFICIAL PROCUREMENT FORM: Most businesses like to have a request for donations on the school's letterhead for their records. Most require the non-profit ID number which is located on our procurement letter attached to this guidebook.
2. FILL OUT A PROCUREMENT FORM FOR EACH DONATION: Donors must complete one form for EACH item-unless they are items grouped to be sold together.
3. FOLLOW UP: It may take more than one phone call, letter or visit to get your donation.
4. SEND A PERSONAL THANK YOU CARD: Remember we cannot say thank you enough, and if we hope for their support in years to come we want to let them know how much we appreciate their contribution. The auction committee will also send a thank you letter.

### **What are the procurement deadlines?**

Our final deadline for auction procurement forms and tangible items is February 13<sup>th</sup>, 2020. This allows us time to enter all the item information into the catalog (online and print versions) and get it to the printer so the community can view it before the auction.

### **What is an auction procurement form? What is a group procurement form?**

An auction procurement form is what the donor fills out with their individual or company information and a description and value of the donation. We will send a letter confirming and thanking them for their support. You can also donate directly online at <https://www.biddingforgood.com/stjohnsea>. You can also direct any donors to this site.

A group procurement form is what a group of people who join together and donate funds to an auction party complete and turn in to the auction office.

### **Where to find procurement forms:**

- School office
- St. John School website – under Auction <http://auction.st-johnschool.org>
- Auction Office
- With your Auction Guidebook sent home with your youngest child in October.

## FAQ

### **Once I have filled out the procurement forms, where do I hand them in?**

Hand in your forms to the school office or the auction office. You can email them to [fundraising@st-johnschool.org](mailto:fundraising@st-johnschool.org) or mail to St. John School, Attn: Auction; 120 N. 79<sup>th</sup> Street; Seattle, WA 98103

### **What if I can't come to the auction, are there other ways I can help?**

Sure! We could always use help. Visit the St. John Auction webpage or contact our Auction Team, Lauren Exnicios ([lexnicios@gmail.com](mailto:lexnicios@gmail.com)), Kristen Capka ([kristendambach@hotmail.com](mailto:kristendambach@hotmail.com)) or Andrea Marquez [fundraising@st-johnschool.org](mailto:fundraising@st-johnschool.org).