

**Auction Guidebook**

**&**

**Procurement Packet**

**Garfield High School**

***A Night in Hollywood: A Community  
Celebration***

Saturday, March 28<sup>th</sup> 2020



# Contents

1. Auction Intro Letter
2. Procurement | What & How
3. Volunteer | How You Can Help
4. Attend | Event Details
5. Important Dates To Remember | Deadlines
6. Attachments & FAQs

## Garfield Mission and Vision | Go Bulldogs!

Garfield is a community of learners who recognize the history of our institution and the power of its vision and voice to encourage critical thinking and compassion as a means of creating future leaders. We are committed to growing diverse leaders who understand how to work together to create positive change in our school and in our communities.

In order to reach our vision, we will:

- **Encourage** healthy dialogue and inquiry about race and equity
- **Build** a foundation of collaboration, shared leadership, trust and safety.
- **Deepen** our relationships with one another and with our students.
- **Encourage** (foster) and expand the role of youth voice and leadership in decision-making and creating change.
- **Help** students to identify their unique gifts and the belief that they can reach their dreams.
- **Create** pathways for all students to be successful.

Garfield High School Auction Website

Donate | Sponsor | Purchase | RSVP

Families are welcome to complete donor forms, donate, RSVP, and purchase  
tickets

**Dear Garfield High School Families,**

Save the date now for “A Night In Hollywood: A Community Celebration” School Auction on Saturday, March 28<sup>th</sup> 2020 at Sodo Park in Seattle. Our goal for 2020 is to raise just as much money as we did last year, and with your help, we can do it!

Preparations begin now in order to make our fundraiser a success. We ask that all families participate in:

1. Procuring and donating items from our wishlist.
2. Volunteering your time.
3. Most importantly, attend the auction – invite your friends and family!

Cheers,

Corrine Crabs & Jennilee Bennett, 2020 Co-Chairs

**Procurement** | collecting and acquiring goods and or/services to auction off at “A Night in Hollywood”

This is crucial to our fundraising activities, and we are looking to you for your help.

- ❖ In order to reach our fundraising goal, we encourage all families to use \$250.00 as a guide for donating or procuring items for the auction.
- ❖ Our final procurement deadline will be on Friday, March 13th, at which all donation forms, online donations, **MUST BE RECEIVED** in order to be listed in the auction catalog.

What should you donate to the auction?

Please see our wishlist, published online at

<http://garfieldptsa.org/community-celebration-2020-march-28th>

## **Procurement |** collecting and acquiring goods and or/services to auction off at “A Night in Hollywood”

- ❖ Themed Dinner Parties
- ❖ Landscaping Services
- ❖ Gift Baskets
- ❖ Season Tickets to a Sporting Event
- ❖ Summer camp/summer classes
- ❖ Museum Memberships
- ❖ Themed Experiences & Getaways
- ❖ Spa Getaways
- ❖ Bed & Breakfast Weekends
- ❖ Yoga/Soul Cycle/Pilates Classes
- ❖ Restaurant Experiences
- ❖ Theatre Tickets

### **How to Procure Donations**

- ✓ Everyone is a potential donor – consider asking your employer, local businesses that you frequent, friends/family.
- ✓ Follow up is essential! Make a quick in person visit or phone call/email to let donors know that we are grateful for their support.
- ✓ Please reach out to [jennilee.bennett@gmail.com](mailto:jennilee.bennett@gmail.com) once you have secured donations. We can schedule pick up or have them delivered directly to the main office.

## **Procurement** | collecting and acquiring goods and or/services to auction off at “A Night in Hollywood”

### **Auction Donor Forms**

- ✓ There is a form included in this packet. Additional forms are available in the main office and on the PTSA website.
- ✓ Please provide relevant details in the description box. Include the items value and estimate when unsure. Please include all restrictions on services/products: i.e. – black out dates, expiration dates, limited locations, etc
- ✓ Deliver completed forms and items to Garfield High School ASAP. Timing is super important for data entry and for our catalog team.

If you do not have the time to procure or you cannot donate, you can still get involved. The auction is a wonderful way to support the school – we have committees that need your help! Here are just a few ways to show your support.

- Join a committee (decorating, day-of event volunteering, merchandising, procurement, pick up/delivery, dessert dash)
- Data Entry
- Spread the word

Your time is very much appreciated and valued, whether you have 30 minutes to give or you can dedicate 10 hours. Volunteering and community support can be done in many ways. Please email [jennilee.bennett@gmail.com](mailto:jennilee.bennett@gmail.com) if you would like to volunteer or if you have any questions.

## **Volunteer |** How you can help

**Grade Project Leader: OPEN**

**Graphic Designer: OPEN**

**Volunteer Committee Head: OPEN**

**Raffle Ticket/Golden Ticket Committee Head: OPEN**

**Auction Powerpoint: OPEN**

**Emcee: OPEN**

**Decorations set up (day of) – OPEN**



## **Attend | Event Details |** Where & When

**A Night In Hollywood: A Community Celebration** is one of Garfield High School's biggest community building events. It's a great way to build life long relationships with other families and parents, enjoy an evening out, and support the Bulldogs!

Our goal is to sell out the event, and with presale tickets at \$95 each, we are certain we can achieve that. Tickets purchased after February 23<sup>rd</sup> will be \$120.

Sodo Park 3200 1st Ave S, Seattle, WA 98134

Doors open at 5pm

Event Time: 5pm-9pm

There is no pressure to dress up for the celebration. Many individuals do dress up, but please feel free to wear what you are most comfortable with wearing.

## **Important Dates & Deadlines | Mark Your Calendar**

### **TICKET**

\$95 Presale Ticket Sales Begin: Monday, February 3<sup>rd</sup>

\$95 Presale Ticket Sales End: Sunday, February 23<sup>rd</sup>

\$120 General Ticket Sales Begin: Monday, February 24<sup>th</sup>

Ticket Sales End on March 28<sup>th</sup> or until we are SOLD OUT!

### **PROCUREMENT**

Friday, March 13<sup>th</sup> is the Procurement Deadline – Donation Forms must be submitted on this date, the actual donated item does not need to be picked up or delivered until Friday, March 20<sup>th</sup>. ALL ITEMS MUST BE SUBMITTED OR PICKED UP/DELIVERED TO OUR PROCUREMENT COMMITTEE NO LATER THAN THE MARCH 20<sup>th</sup> DEADLINE OR WE WILL NOT BE ABLE TO INCLUDE IT IN THE AUCTION CATALOG.

## **ATTACHMENTS & FAQs | What You'll Need To Know**

### ***Commonly asked questions about the auction***

#### **What to expect at “A Night in Hollywood”**

*This will certainly be a night to remember! Doors open at 5pm, followed by a social/cocktail hour, an opportunity to mix and mingle, peruse the silent auction items, take photos, preview the live auction items, dinner, dessert dash, participate and bid on live auction items, and the event won't be complete without a popcorn bar. We will have a program to keep you in the know during the entire duration of the event.*

#### **What is included in the ticket price?**

*We will have delectable passed hors d'oeuvres, and guests will feast on a fabulous dinner, music (bring your dancing shoes!) and a memorable evening you will never forget!*

#### **Where should I park?**

*There are limited parking spaces around the venue, as well as street parking.*

#### **Where can I find donor forms?**

*Donor forms can be found uploaded on the PTSA site, along with additional information regarding procurement ideas and wishlist.*

<http://garfieldptsa.org/community-celebration-2020-march-28th>

*They can also be found in the main office. Please submit all donor forms/items to the main office.*