



AUCTION COMMITTEE

Cedar County Catholic Schools
2024 Gala Auction
Saturday, March 16, 2024

Responsibilities

One of the most important or key points for this committee is to get auction visits done by mid-January. Auction Packets will be available at the meeting on November 7th at 7:00 p.m. or earlier per request. **Please attend this meeting. Please read the enclosed Auction Committee letter closely.**

IT IS VERY IMPORTANT TO GET GALA GIFTS TURNED IN by the deadline. More time is needed to get the auction list prepared in 3 formats – the newspaper, the book, and for the online auction list. Once lists are made and new gifts come in the prep and lists have to be changed or pages redone due to spacing. **February 2, 2024.** Is the final deadline for Gala book printing. Most businesses and benefactors expect to be asked early. Waiting until deadlines is not advantageous for anyone. First solicitation contacts need to be done by the end of the year for some businesses. **We have found the best time to do Auction visits is in November for businesses to be first in line ahead of other solicitations for year-end giving or by the first 2 weeks of January.**

Ask for a variety gifts to have on the auction. Be creative in giving donors gift ideas. Be enthusiastic and make personal contact to request each gift.

Fill out an Auction Acquisition form for every gift item. Be sure to fill out all of the address information. Fill these out rather than calling in the information to the office. Turn in the Acquisition forms as you get six or so, or as you go and not wait until you are completely done unless you are done early.

Friday, February 2, 2024 - All of the auction solicitation needs to be completed. Auction items needing certificates must be turned in. This deadline is important because gift donors like to have their names and gifts included in the large Gala Auction list and Gala goers like to pre-shop the Gala.

Collect the gifts and store them if donors give the gift ahead of time. **Please collect and deliver all gifts before or no later than Tuesday, March 12, 2024, for the Gala set up.**

Assist with follow up after the Gala if there are the needed connections of getting gifts and certificates to buyers.

CERTIFICATES

- Regard the deadline to turn in auction gift certificates so the list can be given to the auction certificate designers to have done in time to get ready for the display.
- Auction Committee members should ask businesses or donors for an original signed certificate from them. If businesses do not use their own, make up one of our gift certificates and have the contributing business owner/manager sign it. Follow up getting certificates from Gala Donors.
- **PLEASE CHECK EXPIRATION DATES ON ALL CERTIFICATES BEFORE LEAVING THE BUSINESS OR DONOR.** If there is a short time to use the certificate, ask the donor to extend it. (Example: An April 15th, 2024 expiration). Sometimes the donor puts the date issued as an expiration. **Double check expiration dates** when accepting the gift.

Thank you!

We appreciate all that the Auction Committee members do each year to make the Auction a huge success.



**CATHOLIC DEVELOPMENT
OFFICE**

*Please contact the Catholic Development Office at
(402) 254-3912 if you have any questions!*



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