



Benefiting the Fort Bend Education Foundation

Silent Auction Timeline and To Do List

DEC 2014

- Review this silent auction information packet.
- Call Barbara Cruse (281-634-1114) with any questions.
- On your campus, develop a committee to brainstorm the theme, container ideas and “wanted” items—see **Hints, Tips & Ideas**.
- Develop a plan to solicit and/or purchase items for container and communicate to the targeted audience(s).
- Arrange a location for storage of items at school or a committee member’s home.

JAN 2015

- **Submit Silent Auction Preliminary Response Form** to Barbara Cruse by **January 9, 2015**.
- Begin to collect/receive items for container.
- **Review Hints, Tips & Ideas for packaging your items.**
- Arrange/decorate the container, **including the value of each item.**
- Prepare itemized listing of items in the container for a total basket value.
 - *Copies of gift cards/certificates should be inside baskets. Originals should be in labeled envelope and kept separate from the container.*

FEB 2015

- **Deliver container, gift card envelope and itemized listing to Nancy Porter/Barbara Cruse in Community Relations (room 134) at the Administration Building between February 2 and no later than February 6, 2015.**
- **February 28:** Fort Bend Education Foundation Gala at the Sugar Land Marriott Town Square

Fort Bend ISD Education Foundation
Silent Auction Preliminary Response Form

Thank you for agreeing to submit a silent auction item to the Annual Fort Bend Education Foundation Gala. Each year the Foundation awards grants to teachers and campuses across the district. Your participation in the silent auction helps make these grants possible.

To assist us in planning our space requirements at the gala, please provide the following information.

School Name: _____

Silent Auction Contact: _____

Phone Number: _____

Theme or Title of Auction Item: _____

Container for Item: _____

Container Dimensions: _____

**Please return this form to Barbara Cruse in the FBISD
Community Relations Dept. by Friday, January 9, 2015.**

FAX # 281-327-1114

Email Barbara.Cruse@fortbendisd.com

Phone # 281-634-1114

Grazie!



Fort Bend Education Foundation

HINTS, TIPS & IDEAS

FOR PREPARING SILENT AUCTION ITEMS

Whatever your theme, just remember these important points when you start planning:

- ***All the items in the package should be something the winning bidder would be able to use, in NEW condition.*** It may include practical items or luxury items the person would not ordinarily buy, except on that special gala occasion. Ask yourself, “Would I like to receive this as a gift or give it as a gift?”
- ***The item must be easy to transport.*** The item is moved three times: First, you must bring it to the Administration Building. Then, it is moved to the hotel. Finally, the winning bidder must be able to get it home. Bigger is not always better, or convenient.
- ***The contents of the container must be secured with clear wrap, netting or other transparent material.*** Avoid colored paper or opaque material that makes it difficult for bidders to see the items in the package.
- ***Keep an itemized listing, including the cost, of all the items in the container.*** This is very important and will be used to prepare a bidder’s guide for the package.
- ***Do not place the actual gift certificates/cards in the package.*** It is best to make a mock certificate for display in the package. Then, include the real certificate/card in an envelope and give to Community Relations with the package. The buyer will be given the envelope containing the certificates at the end of the evening.

Packaging Ideas

After you have decided on your theme and the items to be included, choose a creative way to package the items. Decorative baskets are a favorite and some other ideas include an Igloo cooler, a trunk, a wagon, a piece of luggage, a locker, or even a large piece of pottery may be just the right container for your theme.

Examples

- We welcome items with a wide range of prices. We need items that appeal to low-end bidders, as well as luxury or more expensive items.

AN ELEGANT “TEA PARTY” – Painted furniture is always a popular item with the bidders. Create a little girl’s tea party with a hand-painted small table and 2 chairs. You could add stuffed animals in the seats and a tea set on the table for an eye-catching creation.

PAINT YOUR WAGON – Or you can just paint the furniture. A chair or chest painted with an eclectic design adds interest to any room and is always popular with designers and our gala bidders.

PLAY OFF THE NUMBER “10” (or any number) – Create a cute container with 2 tickets for the top 10 entertainment events in Houston (or Sugar Land...or Paris?) ... 2 tickets to 10 different sporting events, theater, museum exhibits with dinner for 2 at a popular restaurant. Or 10 tickets to one event!

PICNIC IN THE PARK – A cooler stuffed with all the things you need for a picnic. A tablecloth, napkins, plates, glasses and utensils for four, wine, cheese & crackers make this picnic a success. But just in case of rain, there are also gift card for dinner for four.

BEST SELLING CHILDREN’S AUTHORS – A basket overflowing with a wonderful array of books and promotional items. See the New York Times best sellers at: <http://www.nytimes.com/best-sellers-books/overview.html>

MEXICAN FIESTA - A colorful basket packed with everything necessary to have a party—fiesta style! Margarita glasses, CD with Latin music, pitcher and bowl, margarita salt, salsa, tortilla soup mix, kitchen towels, apron, and a Mexican cookbook fill the basket.

ITALIAN NIGHT – A red-checked tablecloth lined pasta cooker full of Italian goodies. Red and white wine, wine glasses, napkins, pot holders, an Italian cookbook, a selection of pasta, and pasta sauce complete the package.

STRESS BUSTER – A galvanized tub laden with beauty products and gift cards. A selection of scented lotions, sea sponges, bath salts, bubble bath, aromatic candles, and gift certificates for a massage, pedicure and manicure can help make even that worst day less stressful.

COLLEGE BOUND – A piece of new or antique luggage could contain all the things a graduate needs to survive in college. A portable ironing board, an iron, extra-long twin sheet set, towels, radio-alarm, a quick-erase board, bath items and tote will help any college-bound student.

IT’S JUST A GAME – It’s not just one game, but it’s a sports Mecca! When you open this locker, out tumble two tickets to see a sporting event along with golf gloves & balls, an autographed ball and a gift card to a local sports bar.

SCHOOL DAYS – A small desk can quickly turn a nook in any room into a cozy study spot. An old-fashioned or traditional student’s desk could be stuffed with books, crayons, pencils and other items.

TAKE ME OUT TO THE BALL GAME – Combine the love of baseball with a favorite college team.

FORE! LOVE! – Include a gift card to sporting goods store, gift card for golf or tennis lessons, tennis or golf balls, sun visor, water bottle and other sports items to go with the theme.

WOOF! WOOF! – Any service a dog might need: training, boarding, grooming along with products to boot!



Fort Bend Education Foundation Gala
Silent Auction Itemized Listing



School Name: _____

Auction Coordinator: _____ **Email:** _____

Theme/Title of Auction Item: _____

Container Description: _____

	Item	Quantity	Value
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
		Total Value	

- Itemize all of items including the container and any gift certificates.
- **Do not place the actual gift certificates in the package.** It is best to make a mock certificate for display in the package. Include the real certificates in an envelope and give to Community Relations with the package.
- Include another page if more space is needed.
- **Please attach this form to the outside of the auction item and deliver (no later than February 6) to the Community Relations Department (room 134) in the Fort Bend ISD Administration Building.**

Questions: call Barbara Cruse - 281-634-1114