

SILENT AUCTION TIMELINE & To Do List
FORT BEND EDUCATION FOUNDATION GALA 2010
“Laissez Les Bon Temps Roulez”

DEC 2009

- Review silent auction information packet.
- Call my silent auction contact with any questions.
- Develop committee to help with project.
- Brainstorm with committee to develop theme and container ideas.
- Develop a list of “wanted” items for the container.
- Submit Silent Auction Preliminary Response Form to Mary Ann Simpson by **January 8, 2010**.
- Develop a plan to solicit and/or purchase items for container.
- Communicate your need for items/cash with targeted audiences(s).
- Arrange a location for storage of items at school or a committee member’s home.
- Keep silent auction contact person informed of progress.

JAN-FEB 2010

- Begin to collect/receive items for container.
- Review “wanted” list against items collected.
- Review “do and don’t” suggestions for packaging container.
- Arrange/decorate the container, including the value of each item.
- Add finishing touches to the container.
- Make plans to deliver the item to Community Relations in the Administration Building.
- Prepare itemized listing of items in the container, including the value of each item.
- Send one copy of the itemized listing to Mary Ann Simpson by February 5 and **attach one to the outside of the item**.
- “Fake” gift cards/certificates should be inside baskets. Originals should be in labeled envelope and delivered to Community Relations, **to be kept separate from the container**.
- **Deliver container with itemized listing to Mary Ann Simpson in Community Relations at the Administration Building no later than February 5, 2010. Also include an extra copy of the itemized listing.**

February 2010

Fort Bend Education Gala, February 27, 2010 at the Marriott Town Center in Sugar Land.