



Silent Auction Timeline, Guidelines and Ideas

This document and all forms located at www.fortbendis.com/foundation
Under Quick Links, as well as on the Gala page, under Silent Auction Coordinator

DEC 2018

- Review this silent auction information packet.
- Contact Deanna.duran@fortbendis.com or 281-634-1104 with any questions.
- On your campus, develop a committee to brainstorm the theme, container ideas and “wanted” items—see **Hints, Tips & Ideas**. Visit www.fortbendis.com/foundation for photos of packages from previous years.
- Develop a plan to solicit for and/or purchase items for container.
- Arrange a location for storage of items at school or a committee member’s home.

JAN 2019

- **Submit [Silent Auction Preliminary Response Form](#) by January 11.**
- Begin to collect/receive items for container.
- Review **Hints, Tips & Ideas** and examples at www.fortbendis.com/foundation for packaging your items.
- Complete the **Silent Auction Itemized List**—a listing of EACH item with EACH value and a total value. Find at www.fortbendis.com/foundation
- Arrange/decorate the container.
 - *Only COPIES of gift cards/certificates should be inside containers. ORIGINALS should be in a labeled envelope and kept separate from the container.*

FEB 2019

- **Deliver container, gift card envelope and Itemized List to FBISD Communications (room 134) at the Administration Building between February 4 and no later than February 8, 2019.**

MAR 2018

- **March 2:** Fort Bend Education Foundation Gala at the Sugar Land Marriott Town Square



Fort Bend Education Foundation Guidelines and Ideas FOR SILENT AUCTION ITEMS



Whatever your theme, just remember these important points:

- **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. Ask yourself, “Would I like to receive this as a gift or give it as a gift?” Please do not submit spirit items from your campus.
- **The item must be easy to transport.** The item is transported three times: to the Administration Building, then to the Marriott and then to the winning bidder’s 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 taped to the outside of the container (included in packet).** This is very important and used to prepare a bidder’s guide for the package.
- **Do not place the actual gift cards/certificates in the container.** Make a copy for display in the package. Put the original gift card/certificate in a labeled envelope and submit with the package. The buyer is 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 ideas include an Igloo cooler, a trunk, a wagon, a piece of luggage, a locker, or even a large piece of pottery.

- We need items that appeal to a variety of bidders—from the practical to the luxurious, from the lower end to the higher end. Typically, items range from \$75 - \$400+.
- Visit www.fortbendisd.com/foundation to see examples of past auction items.

Package Examples

AN ELEGANT “TEA PARTY” –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.

PAINTED 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 is also a 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 will need to survive in college, i.e. a portable ironing board, an iron, extra-long twin sheet set, towels, Wi-Fi speakers, a quick-erase board, bath items and tote.

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!

