

Auction Donation Packaging – Online Format-

DONATION DEADLINE: May 6th!

Gift Card: Labeled manila envelope with: (1) gift card copy, (1) gift card

- Make a color copy of the gift card, then trim the copy down to contain the card plus space for a 1x3" auction label to be applied at Check-In. If value is not clear, please clearly write it with a sharpie on this copy. This gift card copy will be photographed and uploaded to SilentAuctionPro.com.
- Place the actual gift card in a regular envelope labeled with a description, amount, and group it supports. This will be held securely until claimed at the end of the auction.
- Place above items in an 8"x11" manila envelope (provided upon request), and label it in dark ink (upper left corner) with a clear description of contents, value, and program the donation supports. Leave the right corner blank, this is where the auction number label will go at Check-In.

Gift Certificate: Labeled manila envelope with: (1) gift certificate, (1) display sheet

- Create an 8"x10" display sheet/description for gift certificates. Table Sheets MUST include: description, value, and any special terms/restrictions/instructions. This will be photographed and uploaded to SilentAuctionPro.com. Or, you may send us the file you would normally print from and we can upload that.
- Package the actual gift certificate in an 8"x11" manila envelope (provided upon request), and label (in dark ink, upper left corner) with a clear description of contents; leave the right corner blank for an auction number label applied at Check-In. These will be held until the auction is over, when they will be distributed to winning bidders.

Basket: Tagged basket in clear wrap.

- Please use a basket that clearly shows off all contents, arrange so all items are visible. This is especially important for the online auction since everything will have to show up in a photo.
- Wrap basket in clear plastic basket wrap. This can be obtained from Party City, Dollar Store, etc. Wrap can be secured on the bottom of basket or tied neatly on top with a bow, etc.
- Create a Basket Tag containing a general description of the basket and attach it. We will affix an item number to the back side of this tag.

Silent Auction Items, Non-Basket: Stand-alone item in original box/packaging.

- If you have stand-alone items, bring them to check-in. If you have items in product boxes, please leave them in boxes (they may be removed for display at Auction, but boxes will protect the items until that point). NO TABLE SHEETS FOR THESE.

****Deliver packaged items to Auction Check-In.****