

Auction Donation Packaging – Live Format-

DONATION FORM DEADLINE: FEBRUARY 10, 2024

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

- Make a color actual-size 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 copy will be posted on the Gift Card Wall for display and bidding.
- 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 both items above in a 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 gift certificate, framed display sheet

- Create an 8"x10" display table sheet for gift certificates. Table Sheet MUST include: description, value, and any special terms/restrictions/instructions. Insert it into a clean frame. RPM has some frames available by request. These will appear with bid sheets on auction tables.
- 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. Actual certificates 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.
- Wrap basket in clear plastic basket wrap (roll or bag okay). 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.

(over)

Notes on Gift Cards and Certificates: Advice on How to Treat Them...

Gift Card Wall:

A SIMPLE gift card OR gift certificate for a high-recognition establishment with no caveats or restrictions, and a set dollar amount. Most patrons recognize this business for bidding purposes and promoting their name/logo is sufficient acknowledgment. Further information won't increase likelihood of bidding or business recognition.

Table Sheet:

Any gift certificate OR card that contains caveats or restrictions, or more information could increase interest/bidding (i.e. small lesser-known businesses/establishments, businesses further away that patrons may not recognize, unusual businesses needing explanation, etc.).

****Promotion:** *the procurement letter was left deliberately vague to allow for changing circumstances with auction. For well-known businesses, simply seeing a card on the wall is enough, for others a table sheet could provide better familiarity & visibility.*

****In high donation years** *with many items and cramped table space, RPM may elect to assign more items to the gift card wall to clear up table space, or vice versa for space on the wall.*

Final placement decisions are determined by the auction coordinator.

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