

Relay for Life of Puyallup
8th Annual Auction & Dinner
Friday, April 28, 2017

AUCTION INFORMATION

The 8th Annual Dinner & Auction fundraiser for the Relay for Life of Puyallup will be held downtown Puyallup at Pioneer Park Pavilion 330 S. Meridian, Puyallup, WA 98371. This event is an excellent way for teams to earn money towards their fundraising goals as well as raise awareness about the American Cancer Society and the relay itself. **It is the responsibility of each team captain to promote the auction to their team members.**

Tickets are sold in advance and are \$30 each. Ticket forms are available in the auction packet as well as on the relay website. Payment is due at the time the tickets are sold. On the ticket order form please provide name, address, phone and email for each of the attendees. This information will be entered into our auction software and each participant will be assigned a bid number. **Please write legibly!**

Auction Items

We depend on our relay teams to provide the silent and live auction items. Initially, teams may donate up to 20 (new) items each. Additional items may be allowed if other teams do not use their allotment. We will have a silent auction, and a live auction. The more expensive items will be part of the live auction, and we hope to include at least one live auction item from each team. Teams receive 100% of the monies received for their auction items. **Auction items need to be turned in no later than April 18th. We will accept auction items at our relay meetings on February 21st, March 21st and April 18th.** Each item turned in needs to have a procurement form attached. Because there is a lot of entering into our auction software the auction committee asks that you please turn in your items as soon as you have them ready to go and try not to wait until the last turn in day. If you have auction items ready to go or large items, please call Desiree 253-282-8394 or email desiree.pinksurvivor@live.com for arrangements to drop off items at her house.

For each auction item or basket please make sure you have a procurement form attached. If you are preparing a basket, please list the contents on a card (at least 3 x 5 card size) and attach to basket with a title (example: Coffee Basket), description (please be specific and describe everything in basket) and retail value. Bidders can then see a list of the basket contents. It is best to cellophane your baskets. Cellophane bags can be purchased at the dollar store for \$1 and is easy to use.

If you have a gift certificate, be sure to include exclusions and or expiration dates on the procurement form.

Dessert Auction

We will have a dessert only table close at approximately 8pm before the live auction. Winners will be able to pick up their dessert and share with their table to enjoy during the live auction. In order for your dessert item to be in the auction please fill out procurement form and turn in no later than April 18th. We will not be able to accept late donations for dessert auction. This will not count towards your 20 only silent & live items per team. We would like to have at least 40-45 desserts and will initially limit each team to donate 4 desserts. Additional desserts may be allowed if other teams do not use their allotment. Dessert items need to be dropped off at The Pavilion by 4pm day of the auction. Please attach a 3 x 5 card with description of dessert.

Event Details

Doors open 5:30pm, Dinner @ 6:30pm, First silent table close at 7:15pm

Dinner provided by Anglea's-Dijon Chicken, Penne Pasta w/marinara sauce, Caesar salad, fresh fruit, seasoned red potatoes, dinner rolls w/ butter, coffee & punch

Beer provided by The Ram Restaurant

Wine will also be provided

Games:

- 50/50 chance drawing-tickets available for \$1 each (last year's payout was \$550)
- Heads or Tails game-\$5 ticket (there will be several games)

Payment and Checkout

Payment for items purchased will be taken care of at checkout. During the event the auction committee with ipads will be able to add all game purchases and tips for the bar can be added to your bill. All purchases are entered into our system and a receipt will be given to each bidder. Payment can be made by cash, check or credit card. **All Teams: Please advise all your guests we ask for everyone to be patient and respectful to our auctioneer and auction program to please wait until check out is available. Our goal is to provide a good time for all and raise a lot of money for cancer.**

Contacts

Desiree Allen

Email: Desiree.pinksurvivor@live.com

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All documents can be found on the website under Upcoming Fundraisers

Relay for Life of Puyallup website:

WWW.RelayForLife.org/PuyallupWA