

St. Andrew's Variety Show and Silent Auction – August 21, 2010, 6:00 PM

Preparations are underway for the Fifth Annual St. Andrew's Variety Show. David Rackley has agreed to be our emcee and we already have several exciting performers signed up. If you would like to perform, just send an email to info@openearsconcerts.com and let us know what you would like to do. Music, poetry, comedy, drama, dance, and most other types of performance are welcome and encouraged. We also need volunteers to take photos/video, bring snacks to share, and help with setup and cleanup.

We will also have a silent auction, the proceeds of which will help to pay performers, promote the shows, and sustain and improve the concert series. If you would like to help collect silent auction donations, or if you have something to donate, please see below and/or contact Paula Ellis (mrs.paulapiano@gmail.com) for instructions.

Putting the "Fun" in Fundraising

We need your help procuring items for the Silent Auction! Approaching the local businesses that you frequent about supporting one of St. Andrew's programs can be a fun and rewarding process for both you and the Donor. Most people like to give what they can as they are able. Although fundraising is a unique talent, most people don't even realize how good they are at it until they give it a try. A silent auction is a lovely place to get your feet wet! Go out into your communities and request donations. What have you got to lose?

Always give the Donor the appropriate information. Donors receive advertising in the brochure, event signage, tax letters and thank-you's. So please be sure to fill out a Donation Form for each item that you bring in. (There is a reproducible copy of the donation form on the back of this sheet) Please email Paula Ellis for additional forms.

You may be surprised at what you can accomplish by simply asking for cool "stuff" from the people in your communities. Face-to-face requests are always best but other forms of requests work too. Consider the businesses that you already frequent first.

Below is a very incomplete list of items that could be great Silent Auction items. Think outside the box.

- Framed art, photography, or other forms of art (signed by the artist is great, but not required)
- Books or music signed by the author or artist
- Gift cards from restaurants, coffee shops, clothing stores, book stores, etc.
- Gift certificates for services: Chiropractors, Holistic services, Massage therapists, etc.
- Gift certificates from bed and breakfasts, hotels, airlines, or travel agencies

Other ways to help:

We will need to borrow table stands, easels, plate stands, and such to display auction items. We will need to borrow table cloths (preferably true white). Please put your name somewhere on the garment or stand so that we can return it to you. We also need donated frames in multiple sizes (donated frames will not be returned).

Silent Auction Donation Form

Dear Donor,

Thank you for supporting our silent auction. Your generous donation is greatly appreciated and will help us to sustain and improve our concert series. We hope to see you at the Variety Show and Silent Auction on August 21, 2010 at 6:00 PM. The person who approached you regarding the donation can help you fill out the form below. Please provide as much information as possible. We would be glad to also accept your business cards or brochures for display beside your item at the auction.

Thank you,

Paula Ellis (mrs.paulapiano@gmail.com), Silent Auction Committee

Donor Name: _____

Company Name: _____

Name of Item: _____

Description of Item (attach additional sheet if necessary): _____

Value of Item (your best guess is fine): _____

Donor Phone Number: _____

Donor Mailing Address: _____

Donor Email Address: _____

Donor Personal or Company website address: _____

Name, phone, email of the person who requested the donation: _____

OFFICE USE Silent Auction Committee Office: