

KING ELEMENTARY SCHOOL SILENT AUCTION April 11, 2025 5:30 - 8:00pm kingptoauction@gmail.com

## Everything You Need to Know Before and During the Auction!

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## PART I: BEFORE THE NIGHT

## What Do I Do Before I Go?

- 1. Visit <u>https://kingpto.schoolauction.net/auction2025/</u> or scan QR code
- 2. Click on "Buy Tickets" in the page header (don't worry, they're free!). Enter the requested information - you only need 1 ticket per family!
- 3. Change the quantity of tickets desired to 1 and click Continue.
- 4. Complete the form with the Buyer's information.
- 5. The site will ask you if you want to make a donation to our 2025 Cash for a Cause more information is below.
- 6. Follow the instructions to "submit your order."
- 7. Watch your email. An invitation to "check in" will be sent in the days leading up to the auction. This will allow you to vault your credit card (if you haven't already) and receive your bid number. This number is unique to your account and card.

\*Now you're ready to skip the line on April 11 and head straight to the gym for bidding!\*

## What do I Bring?

- Your list of favorites from the online catalog.
- Your smartphone for checking out online.
- Cash for raffle basket tickets, food for purchase, and the Wine Pull.



\*Venmo accepted for food and Wine Pull with 50 cent fee per transaction\*

#### PART 2: DURING THE AUCTION

#### Timeline for the Night

5:30pm		Doors open, bidding begins, food for sale, and MPR activities start
6:00pm		First come signup item "bid" sheets placed on tables
6:20pm -		1st Auction Group Closes (Silent 100s group)
6:40pm		2nd Auction Group Closes (Silent 200s group)
7:00pm	-	3rd Auction Group Closes (Silent 300s group)
7:20pm	-	4th Auction Group Closes (Silent 400s group)
7:40pm		5th Auction Group Closes (Silent 500s group)
7:45pm		Drawing for Raffle Baskets and Closing Remarks
8:00pm		Check-out begins

\*Note\* the group closing times above. You can search in the catalog by "categories" to find out ahead of time which items are in which groups (Silent 100s, Silent 200s...)

#### What will I do at the auction?

Visit the Gym from 5:30pm-7:45pm-:

- Wine Pull (Cash or Venmo only, see rules below)
- Cash for a Cause (Donate through the <u>Silent Auction site</u>)
- All other items arranged by auction groups (you'll need your bid number for these items!)

Visit the MPR and playground (weather permitting) from 5:30pm - 7:45pm:

- Themed Raffle Baskets
- Pizza, snacks, ice cream, and drinks for purchase
- Fun for the whole family! Outdoor games, art & crafts, nail painting, bracelet making, tattoos, and PLTW/WISE activities hosted by Huron students

#### How do I win? Either bid, signup, or enter a raffle!

BID:

- Bid items have an individual bid sheet and a minimum bid amount.
- Use your bid number from registration to bid on items.
- Bid at least the minimum amount, but you can bid more. Come back often to check!
- Increase bid amount by at least the increment listed.
- If you are the highest bidder when the Group closes (see Timeline), YOU WIN!

SIGN UP:

- Sign up items have a limited number of "sign up" slots. To win, place your bidder number and name in an open slot before it fills up!
- The number of spots is limited and no new lines can be added to the sign up sheet.
- Remember that sign up sheets will open at 6pm!

ENTER A RAFFLE:

- \$1 per raffle ticket in the MPR
- Guests need to clearly write their name and phone # on each ticket
- Guests can place ticket(s) into the bucket in front of the raffle basket they hope to win
- Drawing will be at 7:45pm!

**The Wine Pull** consists of wine donated from King families valued at \$20 or more.

- You pay a \$25 "bid" at the Wine Pull table and pull a mystery bottle from the selection. Some bottles are valued at over \$50!
- Win what may be your new favorite bottle of wine!
- <u>IMPORTANT</u>! Wine Pull is cash or Venmo ONLY (50 cent additional fee for Venmo)

<u>Cash for a Cause</u>: Help King Elementary School buy a book binder to help repair broken and damaged books in the King Library! This tool will help the library restore and preserve our collection, keeping books in great condition for years to come. Your donation will directly contribute to maintaining our library's resources, ensuring King students have access to quality, well-kept materials.

Goal: \$995 (Donate through the Silent Auction site or QR code above)

#### PART 3: END OF THE NIGHT

#### Check Out from your Phone at 8pm.

- Please WAIT to receive your email invitation to check out. The system does NOT allow check out before you receive it.
- If the items you won/signed up for are not physical items (family experiences or teacher events), you can check out from home. Most gift certificates are physical items you'll receive after check out.

#### Pickup your items:

- If the items you won are physical items, you must take them with you after check out at King at 8pm. Your digital receipt will include an image of a gift box next to the physical items.
- <u>Automatic King Prime if you can't pick up at the end</u>: If you need to leave before the end of the auction and aren't there to take home your winnings, you'll automatically be enrolled in King Prime delivery for a \$25 donation to the King PTO. The auction team will deliver your items to your home within 2-3 days.

## Safe and Secure Payments

SchoolAuction.net follows the PCI Data Security Standards for account data protection. Credit card information is encrypted and then sent through a secure tunnel to the Internet Payment Gateway, which securely stores the card data and then returns to the application a secure token which can be used for processing that card later in the evening. Card data is NOT stored on any local computers or on our servers.

#### **IMPORTANT INFO**

#### Auction Rules of Engagement

- 1. All bidders must have a bid number. Your bid number will be assigned during registration.
- 2. <u>Children cannot bid</u> on auction items.
- 3. All bidders, by virtue of accepting a number, have read the auction rules and agree to be bound thereby.
- 4. All items in the silent auction have bid sheets next to them. Adult persons desiring to bid on an item must do so by writing their bid number and amount of their bid on the bid sheet for that item.
- 5. In order to constitute a valid bid, each increasing amount must equal or exceed the minimum bid increase, which is located on the top of the bid sheet. All bids must be in whole dollar amounts.
- 6. Each new bid must be written in the top-most blank line available on the bid sheet.
- 7. UNDER NO CIRCUMSTANCES MAY THE BID SHEET BE REMOVED FROM THE TABLES DURING BIDDING.
- 8. In the event of a dispute, the auction official shall act as the final authority and shall determine the winning bidder. The official's decision will be final.
- 9. All items and services must be used within any time limits specifically stated and are subject to the terms and conditions stipulated by the donor on the bid sheet, if any.
- 10. All sales are final. There will be no refunds or exchanges on items unless otherwise stated. While every reasonable effort has been made to describe each item correctly, all items and services are sold "as is" and "where is."
- The estimated fair market value of the item purchased is reflected on your receipt, along with the price paid. This information is provided to assist you in determining the appropriate tax treatment for your purchased item.
- 12. Don't discourage others by "hovering" or blocking.
- 13. PAYMENT SHOULD BE IN FULL AT THE AUCTION ON April 11, 2025. Acceptable forms of payment include Cash, Checks, or Credit Card. Preferred method is by credit card via online check-out.
- 14. If a winner is not present for final payment on April 11, 2025, payment must be made within one week, at a specified payment time.
- 15. King Silent Auction/PTO incurs a small usage charge for credit card payments. By default, the fee is added to your order total when checking out online.
- 16. If arrangements need to be made for the pick-up or execution of a service, the bidder is responsible for contacting the donor and making arrangements. Bidders will be provided this information by email within 2 weeks of the night of the auction (or after the post-auction online sale if applicable). If a recipient cancels tickets or accommodations, no refund will be allowed from the King PTO.
- 17. You must take your items the night of the auction. Paid receipts will be required before any item may be taken from the auction site. See item descriptions for variations on this policy.
- 18. Every effort has been made to have key details included in the online catalog. However, there may be additional restrictions or limitations listed on the bid sheet. Please read the bid sheets carefully.

Thank you to the 2025 King Silent Auction Committee! Silent Auction Chair: Sara Hammerschmidt Special "shout outs": Sam Scherba, Ann Lin, Emily Fine, and Mandy Hutton Business Solicitation Team: Erin Hill, Elizabeth Aguilar, Maggie Allan, Buffy Beattie, Erin Dewsbury-Ribeiro, Katie Dobbie, Sara Hammerschmidt, Ann Lin, Tom Lipinski, Emily Mashal, Vani Patterson, Missy Plegue, Sam Scherba, Trevor Steer, and Tiffany Walther Family Solicitation Leads: Heather Garvock and Ajay Sharma Teacher Solicitation Lead: Vani Patterson Wine Pull Leads: Lindsey Kerkez and Rachel Mazumder MPR and Activities Lead: Emily Mashal Raffle Basket Leads: Missy Plegue and Amy Harris Auction Catalog Team: Lindsay Lieber, Trevor Steer, Ann Lin, Emily Fine, Harini Sundararaghavan, and Aarti Raheja Marketing Team: Beth Cable, Stephanie Ellimoottil, and Natalie Heaivilin Printing: Katie and Mark Dobbie

#### Special Acknowledgments

**King Teachers & Staff:** Thank you to King's amazing staff & teachers who supported and invested in making this Auction a success! School administration, classroom & support teachers, and the office & building staff all know how crucial the funds we raise are to our school. They give their time, energy, and resources, and we thank them.

King Elementary PTO: Thank you for all you do all year round!

**Families:** There are over 50 current and former King families who have donated time, items, or experiences to this auction. This event would not be possible without parent volunteers. Thank you to each and every one of you who volunteered before, during, and after the event!

Huron High School Students: Extra special thank you to the Huron students who help out with this event, keeping our kids busy with fun activities while families bid on incredible items! And to Emily Mashal, who coordinates their involvement, not only for Silent Auction but many other King events!!
Businesses: The 2025 auction has received unprecedented support from local businesses. We hope you bid on and win their donations, but also that you support these businesses beyond tonight!
Sponsors: Mary Berry's Gardening and Hutzel Plumbing helped sponsor this event!

AFC Ann Arbor American Standard Ann Arbor Art Center Ann Arbor Comedy Showcase Ann Arbor Hands On Museum Ann Arbor Running Company Applied Fitness Solutions Arbor Teas The Ark Ascott Printing Barre3 BIG Best in Games Big Blue Swim Big George's Home Appliance Mart Binder Park Zoo Bivouac Booksweet Buffalo Wild Wings Cardamom Chateau Chantal Chelsea Party Loft Cherry Republic Cinnaholic Core Collective The Creature Conservancy Curry On Dance Theatre Studio Decode Dermatology Specialists of Ann Arbor Detroit Zoo Dixboro General Store Dixboro Music Academy Dixboro Project Doodles Academy

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The Health and Fitness Center - Washtenaw Community
College
The Henry Ford Museum
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Motawi Tileworks
Mothfire
Brewing
MPSA Crush
My Urban Toddler
NBC
Nothing Bundt Cakes
One One Nine Salon
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Pacific Rim
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Canton
Slow's BBQ
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Spun
Swim Happy
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Trinity
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Vera Bradley
Washtenaw Dairy
We Rock the Spectrum
Wide
World Sports Center
Wines for Humanity
York
Zingerman's Bakehouse

Zion Well Yoga & Meditation 
Zippy Car Wash

# Thank you!!!