



PROCUREMENT

IDEAS AND GUIDELINES FOR
UNITY IN LYNNWOOD'S
Annual Benefit Auction and Gala

THANK YOU
for helping procure items for our
Silent and Live Auctions!

BENEFITS OF DONATING

We will display donor business cards and/or brochures with all donated item(s). We will list donor names and business information in the auction catalog and the Sunday program following the event.

SECURING ITEMS

Whom to Approach

Feel free to approach anyone and everyone you know. People who know you and/or **Unity in Lynnwood** are excellent candidates. However, many others will also be willing to donate. If you have a great auction item idea, make a few calls and start conversations! If your call is unwelcome, try another! With every success, your confidence will grow!

What To Do

When someone has agreed to make a donation, determine how we will get the item. Important: Assure that each item has a **completed** donation form with it. This will help us ensure that the right person/business gets credit. Please make sure the donor's name, address and zip code is included as well as the description and estimated fair value of the item. If the donor wishes to remain anonymous, please write "anonymous" on the form but still include name and address so they may be thanked or contacted if we have questions. Upon delivery or receipt, give the donor a tax receipt form for their records. Encourage them to watch www.unityauction.org in upcoming months for more information on our event. If they would like to mail the donation, ask them to use the address listed on the donation form and remind them to include the completed donation form. **Please send a personal thank you note on UIL note cards acknowledging the donation upon receipt.** After the auction we will send another thank you letter to all donors for whom we have a name and address on the donation form.

GENERAL ITEM GUIDELINES

New versus Used

Auction items should be **NEW**. We realize that some used items may be extremely valuable, such as antiques, but past experience has shown that these items are more likely to benefit **Unity in Lynnwood** through eBay or collectors' auctions than through a benefit auction setting. Exceptions may be granted in rare cases.

Specialized Collectible Items

As above, items that appeal mostly to a specific group of collectors, such as dolls, coins, antiques, etc. are more likely to benefit **Unity in Lynnwood** through eBay or collectors' auctions rather than through a benefit auction setting.

Clothing

Items such as pants, coats, shoes, etc. have proven to be ineffective in our auction setting.

Estimated Value

We will happily accept items in all price ranges. At a minimum, items should be worth \$25.00. At a maximum - wait, there is no maximum!

Geographic Location

Unless the donation is specifically a getaway, please limit donated services, gift certificates, etc. to the greater Snohomish county/greater Seattle areas.

Types of Items

The list is endless. In general, if it's something *you* would enjoy, chances are good that *another* will, too. Following is a list of the types of things we would love to gather. These ideas are gathered from prior auction data.

Item Ideas

- Special one-time events (K-9 ride with police, catered dinner for 8 from a chef, boat cruise for 8 from a boat owner, private wine tasting, site visit with a local celebrity, etc.)
- Gift Certificates from local businesses (restaurants, hotels, department stores, flower shops, hair salons, spas, fitness clubs, etc.)
- Local activities (tickets to sporting events, boat cruises, museums, theaters, a scenic airplane tour, other entertainment events)
- Travel (airline tickets, vacation packages, bed and breakfast weekends)
- Professional service certificates (consulting hours from CPAs, interior designers, lawyers, landscapers, massage therapists, spa professionals, carpenters/handyman, home organizers, ski lessons, fly fishing lessons, maid service, etc.)
- Jewelry (handmade from artists, new from jewelers or used if in like-new condition with a broad appeal)
- Themed or gourmet gift baskets (foods, pets, movies, chocolate, stress relief, garden, holiday, new baby, etc.)
- Books (books signed by the author are a plus)
- Handmade items (quilts, knitted scarves, pillows, etc.). These must be new.
- Unique wines, sparkling wines, champagne, craft beers
- Small electronics or software (iPods, Gameboys, etc.). These must be new or certified if refurbished.
- Art (glass, sculptures, etc.) We will only be able to accept a limited number of paintings/prints.

If you have any questions about the appropriateness of an item, please write Auction@unityinlynnwood.org. Please do not deliver any item without first contacting Julie at Auction@unityinlynnwood.org.

Each year we receive a few items that don't sell. Please understand that, in rare cases and for any reason, **Unity in Lynnwood** may exercise its right to exclude an item from the 2016 auction or to reserve it for a future event. No donated item may be returned to its donor for any reason. If you have questions or suggestions, please write Auction@unityinlynnwood.org. Thank you again for your willingness to support this important event!

Sincerely,

Julie Neumann, 2016 Event Chair