

# Auction 101

## *Why does OWS have an auction?*

Tuition for OWS/Vista covers approximately 85% of the operating costs of the school. The proceeds of the auction, along with the Annual Fund, go directly to support the school.

## *Do I need to buy items to donate to the auction?*

No! Very few items actually sell for close to retail, so it is better to donate the money directly to OWS rather than buy an item. Please contact [auction@ows.org](mailto:auction@ows.org) if you have an item you would like to purchase and we can give you an idea of how much it will sell for at the auction.

Ask local merchants if they are interested in donating to the auction. Try asking your favorite restaurants, places where your children take after school classes, your favorite hotel, etc. Also think of what special talents/services that you and your family could offer. Do you have a vacation home to share for a week(end)? Is your brother a Vet and willing to have someone shadow him for a day? Does your family know someone on the Seahawks who would be willing to have a clinic for an afternoon? Things and experiences auction guests can't go out and buy are the most highly sought after items. ***Think Unique!!***

## *What is the best way to approach a potential vendor for procurement?*

When approaching a vendor, the auction committee has prepared a letter that you can personalize for your purposes. You can find it on the OWS website titled "Dear Generous Patron Sample." Provide that letter with a procurement form containing your contact information. Procurement forms are available online or in the Farmhouse. Beginning in November, you will be able to access the auction website to enter items online. Remember to print a copy to turn in with any physical items.

## *How do I value a dinner hosted in my home?*

Based on past experience, the auction committee has determined that dinners hosted at a family's home should be valued no higher than \$500. If you believe your dinner should be valued higher, please provide us detailed information on your value of the dinner. We want to make this a positive experience for both you and the winning bidder. Privately hosted dinner parties can sell at wildly varied prices, and we are happy to help you determine a fair market value for yours.

## *How much information do I need to provide when donating a vacation?*

Please fill out the Vacation Rating Form found on the OWS website when submitting a vacation. Please include photos and as much information as possible so that we can fairly evaluate the vacation. We cannot accept vacation homes that are not available during at least one major school vacation.

## *Once I donate something, can the auction committee say no?*

Yes. The auction committee evaluates all items to ensure the auction will have a well-balanced set of items for the auction. For example, if we have too many vacations or themed dinners donated, we will have to decline any further donations. We will make every effort to accommodate all families, but if the committee does not believe we can sell an item, or if it does not fit within our guidelines, we will have to say no. We are happy to help you meet your procurement obligation in other ways.

## *What if I have no idea what to do??*

Please contact the auction committee or the procurement chair at [auction@ows.org](mailto:auction@ows.org) – we would love to help!