

Auction Trivia Night 2020
Agenda 1/16/2020

Trivia Night Details:

What: WB PTC Auction/Trivia Meeting
Auction/Trivia Venue: Moose Lodge
Date: 3/21/20
Time: 6-11 pm

Committee Members:

Auction/Trivia Chairs: LeAnne/Carol/Melissa
Website/Tech: Lori/LeAnne
Communication/Venue: LeAnne/Tiffany
Donations: Carol
Ads/Sponsorship: Cori/Jessica
Booze: Tiffany/Anne
Treasurers: Collins/Melissa
Trivia Coordinator: Pam Boyer
Procurement: Hannah Werner (regrets), Lara Dorner, Corine Altepeter
Inventory: Laura Althardt

Discussion

--Food / Catering

Tumbler Incentives:

- 1- Free 50/50 ticket(s) with purchase of tumbler
- 2- \$5 voucher for dessert dash
- 3- Gab bag with lottery scratch offs/etc that purchasers get to pull from
- 4- Tiffany is checking on whether we can provide unlimited cola refills
- 5- Any other suggestions?

Update from Tiffany via email Jan 15, 2020

I have a call out to Moose Lodget about soda...are there any other questions I need to have answered for tomorrow? Jacqueline has not let me know about alcohol yet with Fritz. I will touch base with her today to see if there is any news. Sorry I wish I could do more on that end but it is not seeming like there is much Moose will let us do with alcohol!!!

-- Website Updates

- 1- No new business

--Trivia Logistics

Pam Boyer to Chair

-questions

- 1- Pam is working on questions/answers.
- 2- We will need to create an excel file for tracking scores (who can do this?)

-record kids

No new business, will pick up after questions/answers received

-tech night of event SAME AS LAST REPORT

Will need to obtain (LeAnne to email Admin):

- 1- 2 screens
- 2- 2 projectors
- 3- 2 laptops to project from
- 4- 2-5 laptops for check in (treasurers have some)
- 5- Extra speakers for back of room (only front speakers and mic provided)

-scoring/prizes?

- 1) Winners (REMINDER)
 - i) 1st place 10% of ticket sales
 - ii) 2nd place 5% of ticket sales
- 2) VIP tables (CREATE ACTION ITEMS-ASSIGN to Volunteers)
 - provide food and drinks..
 - Sponsorships have 10 VIP tables, will we sell another one on top of that?
 - What would that look like?

--Auction Logistics

- Donations, SAME AS LAST REPORT, haven't heard back)

- 1) A few donations have trickled in, great response from teachers
- 2) Have the incentives been distributed? (Carol)
- 3) Procurement for Big items for silent auction? (Carol/Corine)
 - a) Carol follow up on Braces and Lasik
 - b) Corine follow up on:

- I) will reach out to solicit baskets from friends
- II) husband's cousin has a horse ranch, will follow that lead
- III) Markarian does our braces every year, but Mastroianni has offered a set as well. (YES, let's accept if OK with Markarian)
- 4) Encourage each sport to donate their own baskets (ask Cori)
- 5) How do we encourage 8th to donate baskets/items???
- 6) Encourage Classroom Head Parents to create a class team
 - a) Encourage HRP to solicit individual donations from parents

UPDATE FROM HANNAH 1/8/2020

1. This is my first time doing this, so tell me, what is the form/letter I am to provide donors? I am needing a tax exempt number or form for donors to move things along with a few baskets I am getting donated.

2. Items that have been pledged :

- Beauty basket (free make up and skin care products from Florence - a beauty brand at Ulta my SIL markets for in LA)
- School supplies box (yoobi target brand - my SIL markets for them as well)
- fitness basket from 9 round
- CoMo / tattoo basket
- City Museum birthday party basket
- Doctor for a day with my Dad, a family practice doc in Shiloh

2. With this many baskets being donated - can I use PTC funds for the baskets themselves?

3. When are you distributing flyers and when would you like me to get that to you?

-Golden Tickets

- available on website, need auction logistics

- 50/50

- auction night logistics to ensure money isn't lost

--How to incorporate Sports Boosters and 8th Grade

-Band to continue Dessert table?

Tessereau Update via email Jan 14, 2020:

Hello PTC, sorry for my lack of communication. We are going to schedule a Band Booster meeting to talk more about the trivia night. The big question brought up at our last meeting was...would it be beneficial to have a Sweet Shoppe, if everyone is already bringing their own food. We are definitely happy to continue to have the Sweet Shoppe. Thank you for including me in all of your emails. Count us in for the Sweet Shop unless you have another job/station that you would like us to take care of:o)

NEEDED: An Emcee. Todd is not available to Emcee this year.

ADMINISTRATIVE TASKS

Packet to send home to Parents:

- What is needed
- Action Items:
 - o Letter soliciting donations

Social Media:

- FB needs link promoted
- Send flyer to Susie Gray for Newsletter
- Yee has bought a table to share...

NEXT MEETING: Possible dates: Jan 30, Feb 6, Feb 13, Feb 27, Mar 5, Mar 12, Mar 19 6pm at Zapattas- Then AUCTION on March 20.

Carol update via email Jan 10, 2020

Procurement and Inventory update: Lara Dorner, Corine Altepeter, Hanna Werner, Laura Althardt

I've included the rest of the committee for your information. You can delete this if you wish.

You should all be able to see via the public view of the Auction website what we have received as far as donations. So far just words and no pictures (boring) but informative.

regarding the 3 incentives to donate:

- 1) tree ornament: - paper prawmise, small wooden placard when item received or promise is complete (eg: firehouse offering parade marshall and they want us to make the display)
- 2) reading AM announcements - I have submitted 4 names to Mrs. Poirot. We will see how she handles this.
- 3) getting paw prides - 5 paw prides to donors (or 3 + 3 if splitting between 2 students)

I am also giving 3 paw prides to each of our own auction committee students (let me know if you have a problem with that). I kinda want the kids to blab to their friends and maybe get other parents involved.

PrAWmise papers have been trickling in.

I get these, and enter the donor and then the item being donated (2 totally different screens) into the system so that we can all see it. The item status is where you can see if the item is received or not yet. Pending=not yet received. Complete = item received or the experience is confirmed and nothing else is needed from the donor.

This website is our communal database of items promised, received, offered. If it is incomplete, it is up to me to ensure that someone is on that... eg: lasik, orthodontia. Corine has told me she is now unable to work on these items since she has a daytime job (CONGRATULATIONS! NEW JOB!) so I will get on that.

NEXT- All these items will electronically and physically go to Laura Althardt. She will get to add attractiveness to each item and ensure that the information is complete and correct in the software.

Were we going to have a single, double or triple closing times for silent auction items? Single. right? or were we going to have 2 different closing times?

One of the things that has changed with the software (good change) is the need to select the silent auction group on the item entry form.

We used to have to go into "Table Management" in order to enter the closing time of each item, now we can do it with a little more clarity. I know means little to most of you but the point is: it is better to manage this little detail up front instead of attacking it later.

Regarding baskets - I have 3 large baskets at my home and a few at the school storage room at middle school.

making attractive displays is always a challenge that I have needed help with. I do have SOME supplies to help fru-fru it up and we have plastic wrap.

The sooner we get the basket complete and pretty, then the sooner a picture of this basket can be shared on the public website to help generate interest in it.

8th GRADE: I have asked Kristi Koester regarding the 8th grade donation idea. I think she might be able to help us get a landscaping package from Donnie Minton. That would be a simple one and done donation.

OR should we somehow put out a little 8th grade flier directly to students: Hey 8th graders: you have unique opportunities this year and the PTC needs your help funding these opportunities. Please consider donating your time/talent in any way to this year's Trivia/Auction: then have a simple list of ways they could help with an "Other" option: Babysitting, helping to make live auction boards, making posters for bar/sweet shoppe sponsors, lawn mowing/hedge trimming (set of friends could donate this as a group), Offering music lessons for younger kids.

HRP: Finally the classroom parties of fall and winter are done. Now I have to start dogging these HRPs for auction. I have had some promising feedback but only one solid from Hannah Werner-Kindergarten: City Museum Birthday party basket. So I will need to be sending that out too.

Master of Ceremonies: I wish I had a good suggestion. I don't.

Walter was at one point willing if noone else is available but now we are struggling with nursing homes for his parents, home's mine subsidence, and typical on-call duties.

He is a really funny guy though- especially if we put a mic in his hand!

I recommend some other gregarious dude OR do a Dame-Duo like Hoda/Jenna. Maybe Dawn Brown / Barbi Rosborg? they are fun women!

