

22nd Annual Jaguar Auction, Saturday, April 4, 2020

Auction Item Guidelines

Following are a few guidelines regarding auction items to help you make your auction table the most successful it can be. *Be sure to fill out all forms completely and legibly. THANK YOU!!!*

**Note: deadline for turning in donation forms (with gift certs/cards) is Weds March 18th!*

1. **Minimum value \$50** – All items shall have a retail value of at least \$50. For smaller donations (less than \$50 value), you can combine several items together into a package/basket to reach the minimum.
2. **Gift Certificates** – Must be valid for a minimum of one year (unless it's for a performance or game date). No "Buy One Get One" or other purchase or matching requirements are allowed. Certificate must be for a dollar amount or an item/service with no additional purchase required for redemption.
3. **Duplicates** – Duplicates of the same item tend to reduce final bids. You will be more successful with just one item of a type; this keeps bidders competing for the item. Duplicate items will be restricted at the discretion of the auction committee.
4. **Mixed items** – If you have a basket or other physical item that also includes gift certs, gift cards or tickets, the originals are **NOT** to be packaged into the basket. Gift certificates & cards and event tickets are always kept in the check-out area for security reasons.
5. **Specialty items** – Highly specialized items can bring top dollar if bidders know what they're bidding on. If a donor wants to give you something very unique, be sure you recruit bidders to attend who will understand the significance of what they're buying.
6. **New, or like new** – Items should be new, or like new. We strive to maintain the quality of what is offered at auction. Higher value items that are gently used may be appropriate. If you're unsure, please call an auction committee member to discuss.
7. **Reimbursement** – All auction items are donated. There are no reimbursements for purchases made, or supplies bought to package and/or display your items.
8. **Limit on total items** – Total items for auction may be limited at the discretion of the auction committee.
9. **Thank you letters** – The Foundation auction committee will send thank you letters for all donations \$75.00 or greater in value.
10. **Deadlines** –
 - Auction Item forms (with original gift certs, cards, tickets etc.) turned into Auction Committee Rep at the VCHS Office on **Wednesday, March 18th by 3:00 pm**
 - Items delivered to VCHS gym – ***Saturday, April 4, 8:00-9:00 am***

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