

Silent Auction Basket Checklist

- ✓ Pick a theme (see list of suggestions if you need ideas)
- ✓ Please let the Taylor House, Silent Auction Chair know your classroom theme for the catalog (contact info below)
- ✓ Send a letter or email to your classroom parents letting them know about the theme and ask for support
- ✓ Collect money and/or items from parents in your room (if collecting items post a sign by the classroom door with a detailed list)
- ✓ If collecting money; ask for \$5-\$10 dollars from each family
- ✓ Set a date that all money or items need to be received
- ✓ Shop for your themed items if you are collecting money
- ✓ Assemble basket (very inexpensive baskets at Michaels or IKEA), wrap in cellophane (can be bought at Michaels, Diddams or Cost Plus for about \$3/roll), attach a label with contents and approximate value (very important)
- ✓ Deliver basket to the office no later than 3:00pm Tuesday, October 6th

NOTES:

No basket should be valued over \$100, no exceptions. If your basket value exceeds \$100 please divide the contents into two separate baskets.

Basket bidding prices are set based on the label that is attached to the basket so please make sure that your approximated value is listed.

We wrap in cellophane so baskets are protected from over-handling from transporting (they are moved from location-to-location several times), to keep from losing/breaking items while transporting, and protecting the items from little hands who like to grab.

Silent Auction Chair contact info:

Taylor House

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