

# General Information for Rotarians:

## 22<sup>nd</sup> Annual Houghton Lake Rotary Service Auction

**Auction Date: April 30<sup>th</sup>, 2022**

**Theme: An Evening at the Caddyshack** - Please wear you best (or worst) golf attire!

**Time: Doors open @ 4:00 PM** - Food @6:00 pm – Presidential Address @6:45 – Live Auction @ 7:00

Checkout starts @ 9:00

**Location: Four Seasons Event Barn** – Has a Lake City address but it more in Merritt, a little past the speedway. About 15 Minutes from town.

Address: 80 N 8 Mile Rd.

Lake City, MI 49651

### What is asked of Members?

#### 1. Procure Items for the Auction!

The first step for everyone is to procure great items for people to bid on! **Each Rotarian is asked to get around \$500 worth of procurements, and of course if you are able to get more, please please do!** The event is only successful if we have a bunch of great items to bid on. Ask Businesses and Community Members to Donate. We will accept anything they are willing to give us. Things that traditionally do well for us are Golf Packages / Equipment, Gift Certificates, Home Décor, Grills/Outdoor Stuff, Home Décor, Bar Related Things, Gift Baskets, Services and really unique things. Generally bigger is better in terms of dollar amount. If a person just wants to donate Cash, we will accept that too.

A prepared letter is available on the website if you need some guidance on what to say to folks, or if they are un available and you would like to leave them something, just make sure to insert your name and contact information.

**Until Feb. 15<sup>th</sup>** it is asked that you do not procure from businesses or individuals another Rotarian has procured from previously. This is called the Drop-Dead Date. A list of members and their past procurements is available on the website, please look it over. As items come in, a procurement list will be updates on the website and the past procurement's will be marked off.

**After Feb. 15<sup>th</sup> any business or person from the previous procurement list that has not procured by the previous Rotarian is up for grabs.** And these entities are very easy to procure from as they have given in the past, great way to get your items.

**April 15<sup>th</sup> is the cut off for procurements. This is the last day we will accept donations, giving us two weeks to prepare items for auction. Please do not push this date.**

**Gift Certificates-** Please make sure they have a good expiration date, remind the person donating that the certificate will not be auctioned until April 30<sup>th</sup>, 2020.

**Perishables** – If you are donated a perishable item, please turn in the 2<sup>nd</sup> and 3<sup>rd</sup> copy as normal and speak to Cole about arrangements for the item.

**Booze type items** – Technically, we shouldn't be auctioning off alcohol, if a bottle of wine is part of a gift basket, they are buying the basket and the wine comes with it. If a business wants to simply donate wine, we would prefer a gift card to a wine shop.

Please see the attached note on procurement of call Cole is you have questions (906-370-0914). Look to other members of the club that have done this before if you have questions and need help in how to procure.

## 2. Sell Tickets for the Auction!

It is asked that each Rotarian **Sells 10 Tickets**. Tickets are \$60 this year. This is \$20 more than the last time we had a live event. Costs go up, venue costs and food/beverage costs. Please do not let this price intimidate you when selling tickets.

**Tickets Include:** Entrance to the Auction, Heavy Appetizers (a Good Meal), OPEN BAR and entry into the \$1000 cash prize drawing (ticket purchasers only).

It is asked you do buy a ticket for yourself as you will be attending, hopefully participating eating and drinking, while working the auction. If you are bringing a significant other, they are also required to have a ticket.

When selling tickets, please try to sell to people whom plan on attending the event. Think of the people you know that subscribe to this type of thing. We want people to come and SPEND MONEY! We need people to come and bid on items, tickets really only cover our costs.

## 3. Tell People about the Auction!

Tell people about what your doing, it will help create a buzz. Tell them what we are doing and **why** we are doing it. Explain to people that the money raised gets given out to local charities, organizations and events as well as used towards our international charities (polio eradication, water systems, housing, etc.). Tell them about the great items you have seen come in! Tell them what a great night of socializing it can be with great food and an open bar at an awesome venue. It's the social event of the year!

Someone donating might want to come to the Auction. Someone buying a ticket, might want to donate something.

#### 4. Be Present the Day of Auction!

**This is very important. This is a big event and our largest fundraiser.** It is an all hands on deck day. Please mark your calendars NOW. Please make sure you can be present. Everyone will have a job assigned to them, and it takes OUR ENTIRE MEMBERSHIP to make this event successful. Please plan for a late evening as we need to clean up the hall after the event.

We will probably need help the day before the auction for setup as well, if you are available, we would appreciate your help! Stay tuned for announcements!

THANK YOU for helping make this a great event, it has been to long since we have been able to have this event. Please feel free to reach out to Cole at any time if you have questions.

#### **Procurement Process:**

- 1. Find out what it being donated and by whom.**
- 2. Fill out the procurement form (please type). The PDF form is downloadable off the website, and you can type out the information.**

**Please be detailed in the description. We may get many gift baskets – describe it and its contents. We need the description to be good enough that the item can be uniquely identified.**

**Please get all information from the Donator : Name, address, email and phone number. We want to be able to contact them if there are questions and have routes to send them thank you cards. If they have business cards, please get two and attach them to the item copy of the form.**

- 3. We need three copies of the form.**

**Item Copy**

**File Copy**

**Accountant Copy**

**There are check boxes on the form. Please check the item copy of the box on one form and securely attach it to the item, and turn in the item.**

**The other two copies (please check one of each of the remaining boxes) and give to Cole.**

**Dropoff Times for items are TBD – but you can always bring them to the meeting and the committee will get them to the storage area.**

**Please Contact Cole @ 906-370-0914 if you have any questions. We will also go over this at pretty much every meeting from now until auction 😊.**