



YES!

*I want to host an
Auction Party!*

It is important you believe in the mission of FRIENDS. Each of your invited guests will bring an item to be auctioned at your party. Please remember **you are not bidding to get a bargain but to raise money for a worthwhile cause.** The more fun, competitiveness and camaraderie, the more money that will be raised— which of course is our goal!

Festival of Tree Contacts are available to assist you in your auction party planning.

2010 Auction Party Chairs

Verna Scott

Tel: 843-592-2425 or vernascott1@gmail.com

Susan Markham

Tel: 843-441-1269 or markham@hargray.com

Follow Festival of Trees online at
www.festivaloftreesbeaufort.com

or contact Festival of Trees Event Coordinators:

Sally Mitchell at 843-812-4304 or

Janie Lackman at 843-525-6257

*Just follow these easy steps and
you are on your way!*

1. Select party date, location and time.

This can be anytime of the year, any location, anytime of day. Let your imagination be your guide as to how you want to conduct your party.

2. Make your guest list. Give the number of guests to either Verna Scott or Susan Markham, who will have the invitations printed for you. When you receive the invitations, send them out no later than two weeks before the party date. Emphasize RSVP as this will help you plan for refreshments.

3. Carefully select 3-4 friends to assist you at the party with the following jobs:

Auctioneer— This person should be someone who has the capacity to maintain control of a group, sense of humor, wants to raise money for the charity, and knows many of invited guests.

Display and presenting— This person's duty will be to organize and display auction items as they arrive. Guests will have approximately 30 minutes to preview items before the auction begins. This person will also be responsible for selecting, describing and showing the item currently up for bid.

Recorder— This person is responsible for recording the transactions during the auction on a sheet of paper. They will also be responsible for totaling and collecting the money at the end of the event. Checks and cash only. Checks are to be made payable to Festival of Trees. All proceeds must be turned over to the auction representative within one week. We prefer to have the money turned in on the day of the party. The host or hostess agrees to be responsible for all collections.

**Very Important: Keep it Simple, Keep it Fun and most of all
Remember The Goal!**
