

SILENT AUCTION GIFT BASKET DESCRIPTION 2-20-2017

- Miss Arkansas and Miss Arkansas' Outstanding Teen Pageant contestants are required and responsible for a gift basket of items or an item to be "auctioned off" during Pageant week.
- All proceeds go directly toward the Scholarship.
- We have averaged over \$6000 every year for the past five years. Let's make this the best year ever!!
- The items will be placed on tables and displayed during Pageant week June 10-17, 2017.
- THINK LIMITED DISPLAY SPACE when picking your basket items and theme.
- Bids will be taken all week.
- Bidding will close before Miss Arkansas Final Night-Saturday pageant begins. All items purchased are to be picked up Saturday night by end of pageant.
- **If you have any questions or concerns, please email: laquita.bennett@lrsd.org or call 501-454-2314.**

TURN IN: Robinson Center (area to be announced).

TURN IN TIME: More info to come.....

PAY AND PICK UP: Saturday night before pageant beginning.

NO basket will be retained for pick up after pageant close Saturday night.

You, your parent, friend or your Executive Director will turn in your basket/item to the committee. The basket **MUST** be turned in during this period – there can be no exception. Keep in mind that you will be preparing for Arrival.

Silent Auction Baskets/Item:

Be creative; remember to make it a fun basket!!!

- The more unique the basket, the better!
 - 👄 Examples: spa packages, recipe books, lamps, autographed footballs, event tickets —let your imagination be your guide!
 - 👄 Many times, the baskets contain items that are products from the area, such as area company products gift certificates, tourism books, and college/university items.
 - 👄 Many businesses in your area may be willing to donate items for your basket.
 - 👄 Following the guidelines will make this the most successful silent auction yet!

Identify Your Basket Clearly:

- 👄 **Attached** to your basket your photo with your name and title on it.
 - This may be tied to your basket or in a small frame to put in front of the basket.
Remember you have very limited display space
- 👄 Provide a list of each item in the basket (list should include):
 - Your title and name.
 - Name of basket if it has one.
 - List each item in the basket

- How much each item is approximately worth.
- The total approximate value of basket
- 👑 **Finally wrap the basket in cellophane and tie top with a ribbon / bow so items will be secure.**

PAY AND PICK UP:

- 👑 **FYI: Auction winners will pick up the baskets from the basket display area in the Robinson Center Auditorium Saturday Night as soon as the auction is closed. (Beginning of Pageant)**
- 👑 **Pay and Pick Up by Saturday night pageant end. NO basket will be retained for pick up after Saturday night.**

THINGS TO CONSIDER when planning your silent auction items:

- Think of your title and area you represent.
- You do not have to spend money for your basket items.
- Go see your supporters or local sponsors for gifts, gift certificates, items of interest or whatever you wish to support your theme.
- You do not have to do just a basket. Example: One state area has a large lighting factory in the area and the lamps have been a hit.
- Think what your title represents or a favorite passion you have and go with that theme.
- Consider the size because there is limited presentation space on the Silent Auction Table
- Put your photo on the gift basket, (usually attached to the basket is good so everyone knows that is your basket),
- Put a list of the items in large type and approximate \$ amount of all the items in the basket.
- The baskets will be presented in the back of the auditorium and the lighting in that area is always on low. Reading what is in the basket is helpful when bidding.
- Put wrapping on the basket so no one can take your items (cellophane, tulle, or something that you can see through) .
- The items will be placed on tables in and displayed during Pageant week.
- Bids will be taken all week.
- NEW, NEW, NEW-Bidding will close prior to the beginning of the Miss Arkansas Final Night-Saturday.
- Pay by credit card, check or cash by end of the pageant. If you have any questions or concerns, please email: laquita.bennett@lrsd.org or call 501-454-2314.

There are many videos on YouTube, the basket association site and other videos posted online. Here is one I found that I think is helpful. This is not the only one I can suggest but space is limited here.

<http://livewellnetwork.com/Deals/episodes/Designing-Holiday-Gift-Baskets/8892579?pid=8892489>

FOR OFFICE USE ONLY AFTER CONTESTANT COMPLETES

Contestant complete this form and turn in with your Silent Auction Basket. Print or type clearly please. This form will be used by the Silent Auction Committee and Payment Accountant and is not to be attached to the basket as your description. The wording can be the same but do not attach this form to your basket. It is for office use only after you complete. If you have any questions or concerns, please email: laquita.bennett@lrsd.org or call 501-454-2314.

REMINDER:

TURN IN:	To Be Announced
WHERE:	Robinson Center Auditorium area (exact location to follow)
TURN IN TIME	
PAY AND PICK UP:	Saturday night at pageant beginning auction closes and pay in the Silent Auction area. NO basket will be retained for pick up after Saturday night

PRINT CLEARLY IN THE BLANK SQUARE BELOW:

Contestant Title:	
Contestant Name:	
BASKET TITLE: Name your basket: example: Girls night out; BLING IT-Bright; Summer at the Beach; etc	
ESTIMATED COST: Guess: Round numbers with \$5 to \$10 breaks: example \$95, \$100, \$325, etc	
BASKET DISCRPTION:	