

# Tips for Preparing Silent Auction Items

## **General Rule of Thumb**

Every donation or basket should be prepared, ready for display. The more interesting and eye-catching the better. Attention grabbers are the most successful!

## **Identify Your Donation before Dropping It Off**

If possible, attach to the item a copy of the submission form that you sent to Erika. If that's not possible, be sure your name and phone number are attached.

## **Preparing Gift Baskets**

- The best baskets have a theme and contain one or more items relating to that theme.
- Gather basket items with your theme in mind. You are encouraged to solicit local stores and businesses for donations for your basket. If you're lucky, a store may donate a completed basket.
- Your basket items can be displayed in a basket, decorative box or bag. (Basket items should be able to be seen by the buyers)
- If your item(s) is too big for a basket, please make sure it is put together so we may display it correctly.
- Secure (as best you can) all items in the basket as each basket will be traveling to the auction site and we don't want any items damaged in transit.
- Please wrap your basket completely in clear cellophane. This will also ensure that your items will not be lost during transit or during the auction. Try not to use scotch tape to secure your cellophane as it shows and doesn't hold well. Clear packing tape works best.
- Try to decorate your basket with bows, sparkle or anything that will draw people to your basket. Be creative and crafty!

## **Can I Give an Acknowledgement to Stores or People that Donate?**

Assure them that an acknowledgement of their donation, that can be used for tax purposes, will be provided by Girl Scouts of San Geronimo. Let them know we are a 501(c)(3) nonprofit organization, Tax ID. 95-1967727.

## **Who Can I Call with Questions?**

Chuck MacKinnon (310) 567-9318

Sylvia Morrison (909) 289-8575