



PROCUREMENT

Welcome to our 2017-2018 Auction!

When it comes to procuring items, please don't be shy! Schools often have a hard time asking for donations because they don't want to seem too forward or become a nuisance. Just remember: in order to receive donations, you need to ask for donations. People do want to help; they just need to know how! If you can't bring the item to school, check the box on the procurement form indicating that a pick-up is necessary.

Please be sure items are safely wrapped, bagged or boxed to protect them while they are being stored. All items must be in a bag for easy movement to storage and back to school and to ensure items won't get lost.

Please review your item ideas to make sure they are "sellable". This is especially true of services. For instance, your family doctor might be happy to donate a free office visit, but how many people would want to go to a doctor other than their own? Suggest sponsoring as opposed to donating a service. This would be true for lawyers, dentist, etc. A good rule of thumb is to ask yourself if the item is something you would be excited about purchasing.

How to Solicit Merchants:

Capitalize on familiarity

- You will get close to 100% success with merchants you know and frequent. Also, face-to-face solicitations yield higher rates of success than mail or phone solicitation. If you do use mail, be sure to FOLLOW-UP with a phone call.

Make sure you speak with someone who can make a decision

- If the manager or decision-maker isn't present, find out when they will be available and try again.

Explain our mission of St. Vincent and why we are holding the Auction for our school

- Bring your auction donation forms with you.

Help the donor fill out the auction donation forms on the spot or explain how to

- If they ask you to leave the form to be filled out and mailed later, be sure to FOLLOW-UP!

Please thank the merchant equally whether or not they donate, and whether their donation is \$20 or \$200

If the merchant cannot or does not donate, consider whether you still would like to

- Highlight this merchant by buying a gift certificate/card to donate yourself, in order to engender goodwill for future auctions. Next year, this merchant may enjoy a better business season and remember your support.

Deadline for your procurement items are due by Tuesday, February 6, 2018.

Thank you in advance for your solicitation!

Black and White Gala

Auction Procurement Team

PACE 2018