FAQ’s

* **Need to write a check/cash vs using credit card online for tickets or table sponsorship?** All check can be made payable to: WCHS. Cash/check can be brought into the athletic department with the names of individuals and we will deposit with Cathi (treasurer).
* **Are there limits/minimums on price points for the auction baskets or items?** Yes. $25 is the minimum value.
	+ **Can we add multiple smaller items together to make 1 big basket?** Yes. This is a great idea to collect small items and put all together into a themed basket to increase value of your auction item.
* **How will our sponsors be advertised? Is there a Facebook group/page for the event?** Donating businesses will be advertised in the auction program at the event. No facebook/Social Media page this year.
* **Will there be alcohol for sale at the event? Are we allowed to include alcohol items in the gift baskets? There will be a cash bar for beer, wine and mixed cocktails. Yes on including alcohol in auction items.**
* **What’s for dinner?** Black tie will be catering the event. We will have pasta with either marina or alfredo sauce, grilled chicken, ceasar salad, bread sticks, assorted cookies/brownies and iced tea/lemonade.
* **Coaches Complimentary tickets- If we are bringing our wives and the tickets are free for us, how do we go about signing up and receiving those tickets? Would we be able to sit with or near our team sponsored table?**Online ticket and table sponsorships will be available online later this week. I will email the details on how you pay for spouses, preferred seating at your table and other recommendations that you would like to make for seating arrangements.
* **Notable auction items already coming in:**  BBQ, signed items, a boat, tickets to sporting events, themed baskets, etc…
	+ **Note:** Please make sure you complete the team master spreadsheet as we need all of this information on the spreadsheet for all of your auction items!
* **Invitations to mail?**  We will have postcard invitations available next week if you would like to mail to certain people to help fill your required table of 8.
* **Collecting checks and cash?** Checks are made out to “TBD”. Please bring into the athletic office and we will deposit with the booster club. I will need the names for all attendee’s eating dinner at a table if they do not pay and register online by 2/22/20.
* **Do coaches need to purchase a ticket to attend?**Programs participating who have 0-25 athletes= 4 Complimentary coaches tickets.  25- 50 athletes= 6 Complimentary coaches tickets. 50+ athletes in the program=  8 Complimentary tickets. Band, Middle and elementary athletics= 8 Complimentary tickets.  All other coaches tickets will need to be purchased outside of your ECA team account.  Remember: This is a fundraising event to help raise needed funds.
* **When and where do I turn in my silent auction items?**  Turn completed spreadsheet and items to the athletic office by 2/15/20.  We will store items until the event.
* **What if I am struggling to meet the team requirements?**Do not worry- We have committee members who will come along side you and help as needed. Please email Holli Deloe if you need additional help at E-Mail: hollideloe@yahoo.com
* **What about thank you’s and tax ID # information?** Please make sure you send a thank you with the booster club tax ID information (coming next week) to all businesses who donated items to your program.  Please complete the spreadsheet so we can enter all of this information into our auction software database from Greater Giving.
* **Who determines if my items will be a silent vs an oral auction item?**  The auction committee will decide what top value items will make the short list of live auction items (10-12) for the event.
* **Can I sell more than one table and bring in over 6 auction items?**  Yes.**Every** table of eight your program sales= 50% of the proceeds will go directly back to your team fundraiser account.  If your program brings in more than 6 items, you will receive credit (50%) of proceeds from what the item sold for at the event for your top 6 selling items. The remaining items and funds will go into the general pot of auction $ to distribute equitably between all teams/programs participating.
* **When do you need coaches names and the names of the people sitting at a sponsored table by a business?** We will need all names of attendees of the event by 2/22/20.  1 week in advance.  Please email Holli Deloe with names if they did not register and pay online at E-Mail: hollideloe@yahoo.com
* **When & How is the money distributed from this event:**The booster club will cut a check to WCHS treasurer: Cathi Zdenek where she will distribute the funds accordingly into each teams account. I will oversee the master spreadsheet of expenses and revenue generate from the event and make sure funds are distributed as promised (see below). It typically takes 4-6 weeks before the fund will be distributed into your account.
* **Email with any other questions as this event will be an annual event that you will want to be a part of as it will continue to grow into making $$$ for your program for years to come**

GO TIGERS!



Matt Binkerd

Athletic Director - Warsaw Community High School

*WARSAW COMMUNITY HIGH SCHOOL TAX ID #35-6002915*