

**Board Member Checklist
Auction 2024**

- _____ 1. **Collect valuable/desirable auction items**
(Items you or your family/friends would want to bid on)

- _____ 2. **Fill out Auction Donation Form—the digital or gold paper for each item collected.**
Return items with form to HCWC-Cari is the contact person for items)
Turn in all completed donation forms and items NO LATER THAN **May 1st*

- _____ 3. **Solicit sponsors and have them pay on our website**
 - www.hcwc.org/auction**(We make most of our money from sponsorships, not auction items)**
***NOTE: Veronica will send sponsor thank you letter**

- _____ 4. **Purchase 3 bottles of wine for the wine pull:**
 - (1) valued between \$10-\$15
 - (1) valued between \$16-\$30
 - (1) valued between \$31-\$50
 - Make sure to include the value of each bottle
 - Turn these in by **May 10th**

- _____ 5. **Turn in all completed auction items and forms NO LATER THAN **May 1st****
 - If you cannot make it to the office to turn in your item, please contact Veronica, Cari, or Holly to set up a pick-up time. We are more than happy to help so you do not have to hold on to your item for a long time.

- _____ 6. **Set aside Saturday, **May 18th** to set up and work the Auction.**

- Veronica: vmedina@hcwc.org
- Cari: cborremans@hcwc.org
- Holly: holly@hcwc.org