

PUT Classic Committee Checklist
PUT Classic April 29th, 2024

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

- _____ 2. **Fill out PUT Classic Donation Form 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 **April 15th*

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

- _____ 4. **Liquor optional for the liquor pull:**
 - **A variety of types/values needed**
 - **Make sure to include the value of each bottle**
 - **Turn these in by **April 22nd****

- _____ 5. **Turn in all completed auction items and forms NO LATER THAN **April 15th****
 - **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.**
 - **Items turned in after this date may not be included in the event.**
 - **Veronica: vmedina@hcwc.org**
 - **Cari: cborremans@hcwc.org**
 - **Holly: holly@hcwc.org**