

# 2016 Sprague Benefit Concert and Auction

*Hello Students and Parents -*

It's time again to prepare for our biggest fundraiser of the year, the Benefit Concert and Auction. This year our event is Friday, March 11, 2016 at Sprague High School.

**There are two ways to participate in this big fundraising event:**

1. Selling tickets to your family and friends
2. Having item(s) in the silent auction

## **Selling Tickets for the Concert**

- A percent of the tickets, a student sells to family and friends (after concert expenses), will go into the student's fundraising account
- Pre-sale tickets are \$10 each or \$12 at the door.
- **Everyone** attending the concert must purchase a ticket (including parents)
- Youth 3 and under are free
- To request tickets to pre-sale, go online to fill out the ticket request form, or pick up an order form in Mr. Nelson's classroom.
- Check made out to Sprague Orchestra Boosters or money must be returned with your ticket order in the lock box in the orchestra classroom.
- Pre-sale order forms must be delivered to the lock box by **February 24**.
- Tickets will be delivered to your classroom February 29.

## **Silent Auction Items (optional)**

- Students may submit auction item(s) that will be a part of a silent auction.
- The silent auction will be held before the concert and during intermission.
- The amount that the auction item is sold for during the event is the amount the student will receive in their student account.
- Student are responsible to get their own auction item(s).
- Students are encouraged to use the business donation request letter/form when asking for donations.
- The best auction items for this event are:
  - Donated items from business (goods or gift cards)
  - Baked goods
  - Handmade items
  - Gift/themed baskets
- Please observe the following limitations:
  - Discount coupons are not acceptable auction items.
  - Students are limited to 4 of the same or similar items. For example, handmade necklaces, potholder sets, or other like items.
  - Each students is limited to no more than 10 auction items total.
- Students are responsible for submitting and setting up their auction items.

**Please see the next page for instructions for auction item submission.**

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## Submitting Auction Item(s)

- Each auction item(s) must be brought to the Sprague HS commons Friday, March 11 between 3:00 and 4:30.
- Each auction item(s) must have the following paperwork when brought to the event.
  1. Fill out and print the Student Auction Item Sheet (one for each auction item)
  2. Fill out and print the Silent Auction Bid Sheet (one for each auction item)
  3. Make a sign no bigger than 8 1/2 x 11" with the name of your auction item, important information (if item is a service of some type), a picture (optional), and anything else to make it appealing to people to place a bid. **Student names are not allowed on signs.**
  4. **Required forms will be emailed through charms and can also be found on [www.spragueorchestra.com](http://www.spragueorchestra.com)**

## Questions?

Contact Lorraine Odell at [lorrainecpa@hotmail.com](mailto:lorrainecpa@hotmail.com). Please include the word Sprague in the subject line, or you may end up in junk mail.