

Westminster 2015 Gala FAQ

What is the Spring Gala and why is it important?

Our annual gala is a significant fundraising event for our school. The funds raised will benefit both our scholarship fund and help extend the permits for our field.

When is the Gala?

The 2015 Spring Gala will be held:

Saturday, May 9, 2015 ~ 7:00 p.m.

What happens at the Gala?

The Gala will feature a cocktail hour, delicious dinner, dancing, a silent auction including a variety of goods and services, exhilarating live auction and much more.

How Can I Help the Gala?

- *Attend the Spring Gala*
- *Provide Corporate Sponsorship/Advertisement*
- *Provide Individual Sponsorship /Advertisement*
- *Make a Tax-deductible Donation*
- *Sponsor A Teacher*
- *Donate Items for the Auction*

Some ideas for popular items are:

- ***Vacation Homes or Condos*** - *Have a beach condo, mountain or lake house? Consider donating (or soliciting) a stay there!*
- ***Event Tickets*** - *Donate tickets to sporting events, theme parks, concerts and shows.*
- ***Jewelry***- *New jewelry from Brighton, Pandora and Lucky always gets top dollar!*
- ***Gift Cards***- *Any gift cards are welcome (restaurants, movie tickets, grooming, pampering, auto detailing etc.)*

Your contributions help make the Gala a huge success!

Can't think of a thing to donate?

Sponsorships and cash gifts are gladly accepted toward the proceeds for the evening. Or if you want us to call a potential sponsor or donor, please email one of the committee members or myself at brownclan6@gmail.com.

What should I expect at the Gala?

Upon check-in, attendees will confirm their e-bidding account and you will receive a copy of the Live Auction Catalog. The catalog contains a schedule of the events and an explanation of what to expect.

How Do I Use My E-Bidding Account?

It is as easy as just setting up your account online with our auction program. All sites are secure.

What is the Silent Auction?

During the Silent Auction, a wide variety of auction items are displayed throughout the gym. In front of each auction item is a sheet of paper which includes a description for each donation with a dollar amount. Bidders will use their e-bidding account to register their bid. Please note, the minimum opening bid and continuing increments for increasing the bid is noted on the bid sheet. There is no limit to the number of times someone can bid on an item or the number of items on which you can bid. The person with the highest bid wins when that section closes. The Silent Auction is split into three sessions with the first one closing roughly 45 minutes after the beginning of the Gala and the other two closing at 20 minute intervals thereafter. The Master of Ceremonies will announce the closing of each section.

What is a Live Auction?

The Master of Ceremonies will announce the live auction. The Gala Catalog will include a list of live auction items and each item will have its own number. Refer to the catalog for a complete description of each item and the suggested retail value. Items will most likely be auctioned in the order listed, although the auctioneer reserves the right to make exceptions. Winning bidders will sign for each item immediately after it is auctioned.

What are the Limited Market Items?

This year we have four market items for the gala attendees.

Buy A Chinese Box: This is \$25 for each box. There are a variety of items ranging in value from \$25 and up. Just buy your box and see what is inside.

Buy A Puzzle: This puzzle is from this year's Pep Rally ending Spirit Week. Each student and teacher can be found. But first you need to put together your 500 piece puzzle. This can be purchased for \$45.

***Don't miss out;** there are limited quantities for sale and unfortunately there are no-reorders.*

*Dress Down Day: **Friday, May 22, 2015:** The tickets go on sale first at the Gala. The cost is \$10/ ticket at the Gala. This lets your child come to school and enjoy a "Casual Friday". If you miss the Gala, tickets will be available in the lobby before school during the week of May 18th. The cost of the ticket is \$15/ child after the Gala.*

Buy a Ticket to "Heads Tails Game": This is a \$25 ticket for each participant. See below for game details. The winner receives a prize with approximate value of \$1000 and up.

What is the "Head Tails Game"?

The Master of Ceremonies will announce the start of this. To play you need to purchase your ticket before dinner starts. The ticket costs \$25. The game will be played shortly after dinner. The guidelines are as follows:

- *The participants will be asked to stand*
- *Each participant will be ask to choose HEADS or TAILS by the following designation:*
 - *HEADS = the participant touches his or her head with both hands*
 - *TAILS = the participant touches his or her "tail" or bottom with both hands*
- *The announcer will flip a coin and announce the result: Either HEADS or TAILS*

- *If HEADS are called then all participants that designated TAILS must sit so that the only players standing are the players that designated HEADS*
- *This will continue to the last player standing and he or she will be awarded a prize valued at over \$1000.*

What is Fund – A - Need?

This is a time you can make your special donation to help our Scholarship Fund. Our goal this year is to raise \$5000. By using your e-Bid account, you can make your donation and record your generous donation. There will be volunteers ready to help you or assist you in anyway.

How do I pay?

Check-out will be at the same tables used to check guests in at the beginning of the evening. During check-out, payment for all the auction items won must be made in full. Since you have already made an account for your e-bidding you can just close out at your leisure at the conclusion of your evening. You may also have the option to make a single payment either by cash, personal or business check, or credit card at the check-out table. Checks should be made payable to Westminster School Parents' Club.

How do I Claim the Auction Items I Have Won?

All items must be claimed the night of the auction. To claim your item(s), please present your paid cashier slip to an auction official at the Item Pick-Up table. The auction official will facilitate the collection of your item(s). What If I Change My Mind Regarding an Item I've Won? All sales are final. There are no refunds or exchanges. Westminster School and the Parents Club assume no liability for any of the products, services or values listed.

Are My Purchases Tax-Deductible?

Purchasers may be eligible for a tax deduction for the amount of the purchase over the listed retail value. Please consult your tax advisor for additional details.