



## **NORTHWOODS UNITARIAN UNIVERSALIST CHURCH**

### **SERVICE AUCTION**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. WHAT IS THE SERVICE AUCTION?**

The Service Auction is, after the pledge drive, the largest fund raising event for Northwoods Unitarian Universalist Church. But just as importantly, it is a FUN-raiser. The events sold at the auction form the social hub of Northwoods.

#### **2. WHO IS INVITED TO THE SERVICE AUCTION?**

Everyone is invited -- there is NO CHARGE for attending. And Childcare is provided.

#### **3. WHO DONATES THE ITEMS IN THE SERVICE AUCTION?**

All items/services sold at the Service Auction are donated by Northwoods members and friends.

#### **4. WHAT ITEMS ARE SOLD IN THE SERVICE AUCTION?**

The items sold in the Service Auction generally fall into 6 categories, and the emphasis is on SERVICE.

1. SIGN-UPS - Signups are events hosted by Northwoods folks, sold at a set price per attendee. These events may be parties, classes, contests, or services. Please see Question 15 for further information.
2. LIVE AUCTION - Approximately 30 items or services are sold to the highest bidder at a live auction. Items may range from use of a vacation home to window washing to custom song writing.
3. SILENT AUCTION - Donated goods or services may be sold by silent auction rather than live auction at the discretion of the Service Auction Committee. Items will be displayed on the night of the auction with accompanying bid sheets. The highest bid at closing time wins the item/service.
4. RAFFLE ITEMS - Instead of a large Silent Auction we will have a large raffle where purchased and earned tickets can be placed in the drawing of your choice.
5. I WANT WHAT I WANT - These items will cost you only time. The donor has specified a service that they want and a price they are willing to pay the church to have it done. If you are willing to fulfill the request -- make 'em pay! See Question 16 for further information.

## **5. WHAT IF I DON'T PLAN TO BUY ANYTHING AT THE SERVICE AUCTION?**

You are encouraged to attend even if you don't plan on buying anything. There is a potluck dinner, fun with friends, and entertainment (it's always entertaining to observe Northwoods folks in costumes!). And volunteers at the event are always needed.

## **6. WHAT IS THE SCHEDULE FOR SERVICE AUCTION?**

For 2014, the Service Auction is the evening of SATURDAY, NOVEMBER 15. The dinner will begin at 6:00 p.m. A detailed schedule will be in the Beacon Bits.

### Other important dates:

Sunday, October 12	1st Sunday of Service Auction Table - turn in your contracts!
Sunday, November 9	Any ITEMS donated should be delivered to church
Sunday, November 9	Last day to turn in donation contracts
Thursday, November 13	Catalog will be sent via email to the Beacon Bits mailing list
Friday, November 14	Set up for Service Auction - volunteers needed
Saturday, November 15	SERVICE AUCTION
Sunday, November 16	Remaining open Sign Ups for sale

## **7. DO I NEED A TICKET TO ATTEND THE SERVICE AUCTION?**

NO, BUT we would like you to preregister if possible. This allows us to have your paperwork ready when you arrive at the door and gives us a childcare count. Preregistration is available between services starting October 12th. You may register at the door if you did not preregister.

## **8. MUST I REGISTER (OR PRE-REGISTER)?**

Each person requires a bid number to buy anything at the auction. We require your contact information so that providers of services and event hosts may contact you. Registration is by PERSON not by family. Payment can be by family.

## **9. CAN MY SPOUSE/PARTNER AND I USE THE SAME BID #?**

No -- bid numbers are specific to each person to avoid confusing our computer system. You may, however, combine as many bid numbers as you wish on one Purchase Order when you check out. (See Question 17 and pay all at once.)

## **10. WHAT SHALL I WEAR TO THE SERVICE AUCTION?**

There is no dress code. Some people choose to dress in costume matching the theme. Some just dress casually. Do what makes you feel most comfortable.

## **11. WHAT SHOULD I BRING TO THE SERVICE AUCTION?**

- A dish to share (note that the type of dish may be assigned by alphabet. Please check the Beacon Bits or with the Service Auction Committee at the tables each Sunday.)
- Your beverages if you want something other than water.
- A sense of fun. This is the most fun you will have giving!
- A form of payment - cash, check, credit card. Payment is due at the end of the night.

## **12. IS ALCOHOL SERVED?**

Alcohol is BYOB. Many people bring alcohol, but alcohol is not served by the Committee.

## **13. WHAT IF I CAN'T ATTEND BUT WANT TO BUY SOMETHING?**

You have a few options:

- Find a friend who will be attending to handle bidding for you. Just preregister and have your designee pick up your bid number. We will contact you a few days after the auction to arrange payment, or
- Contact the Service Auction Committee ([nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com)).
- We will find a volunteer to help you out, or
- Take a chance and wait for Sunday morning to sign up (be warned, though, that more than half of the sign-ups fill up on Saturday night each year.

## **14. WHEN DO I HAVE TO PAY FOR THE THINGS I BUY?**

Payment is due at the close of the Service Auction. There will be cashiers available, and we accept cash, checks, Master Card, and Visa. If you must leave before the cashiers are on duty, please leave a copy of your Purchase Order, and we will contact you regarding payment.

## **15. WHAT ARE "SIGN-UPS"?**

Sign-ups are events - parties, classes, services - that are hosted by Northwoods members/friends or Northwoods groups at their expense. The sign-ups are generally sold at a fixed price per attendee. Northwoods receives all of the proceeds from the sales. For example: Bill's hobby is geocaching so he offers a 3 hour class on geocaching for 10 people. Bill organizes the event and buys any snacks etc. Ten people sign up for Bill's class @ \$10 each. Northwoods makes \$100, and Bill pays for the snacks and event costs, if any.

Anyone may host an event with virtually any theme. Past offerings have included wine tastings, nature walks, murder mystery dinners, scrabble tournaments, cooking classes, art tours and beer making -- just to name a few. Events may be intended for adults, families, or children.

Offered events will be posted on the hallway walls on the night of the Service Auction. At a specified time (see schedule to be announced in the Beacon Bits), the events will become available for signing up. Buyers will write their bid number and name on the list below the event description. Many events fill up quickly. Although extra names are often written in, only the specified number are assured a spot. Any remaining open events will be available for sign up on Sunday morning.

NOTE: Events sold as signups are not considered Northwoods events, but private parties of the host. Hosts are encouraged to set a date for their event when making the donations. They will make every effort to hold the event as described. However, life changes, and occasionally our plans do as well. Neither Northwoods nor the host is responsible for refunding your contribution to Northwoods.

**16. WHAT IS AN “I WANT WHAT I WANT” or IWWIW?**

This category was created for those who want to buy a service that no one has offered. The donor makes an offer to pay the church for the service. If someone is willing to perform the service for the stated amount, they sign up on the sheet and make the donor pay!

For example, Mary wants to have her windows washed. She is willing to pay the church \$100 for this service. Jo is willing to wash the windows. Jo signs up at the Service Auction. Mary pays \$100 to Northwoods, and Jo washes Mary’s windows.

Be creative. What do you really want? Photo editing, a class on iPhone apps, someone to feed your pet snake, a belly dancer, woodworking? You might get it, if you just ask! Don’t forget, groups can also enter an IWWIW. This can be a great way to “bid” as a group. Maybe your covenant group wants a special sermon, dinner delivered or child care. This might be a way to get it.

**17. WHAT IS A PURCHASE ORDER (or “P.O.”), AND WHAT DO I DO WITH IT?**

A P.O. (purchase order) is a multi-part form provided to help you keep track of your purchases and to help us total your winnings at the end of the Service Auction.

**18. WHERE CAN I FIND A PURCHASE ORDER?**

This form will be given to you when you pick up your registration packet the night of the auction! You will write all of your purchases on the form throughout the evening. You may use one P.O. per family or one per bid number, whichever you prefer. Be sure that your bid number(s), name(s) and contact information is on the top.

**19. HOW DO I USE A P.O.?**

During the auction,

- Write down the item # and cost for all signups you purchase
- write down the item # and cost for all live auction items you win
- write down the item # and cost for all I Want What I Want contracts you submitted and someone has agreed to fulfill
- write down the cost of all raffle tickets you choose to buy.

**20. HOW DO I CHECK OUT AND PAY?**

At the end of the evening, total your purchases. Take the P.O. to the cashiers. They will verify the totals and take your payment. We accept cash, checks, and MasterCard and Visa.

**21. HOW DO I GET A COPY OF MY FINAL P.O.?**

The P.O. is a multi-part form. Take the back copy as your temporary receipt. After the auction (within 2 weeks), you will receive an email confirming what you purchased and paid for. Any discrepancies will be noted, and instructions for handling them will be given. This

confirmation email will include the dates and contact information for services and events you purchased. The email will be your final receipt.

## **22. HOW DO I MAKE A DONATION?**

Donations of goods or services may be made by filling out a contract. Please use a separate contract for each donation. We use the word “contract” to emphasize that you are making a commitment to perform a specific service; please remember that it is your responsibility to do so. It is your responsibility as a donor to see that the contract is fulfilled.

Please complete the contract blanks fully. Be creative with your descriptions - you are selling your service or event.

## **23. WHAT SHOULD I DONATE?**

The Service Auction Committee is glad to help with ideas. A list of ideas serves as the last page of this FAQ document.. See us in person at the Service Auction table between services or contact us at [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com)

## **24. IS MY DONATION TOO SMALL?**

Tell us about it and we can do something with it. A batch of cookies, a bottle of wine, a \$10 gift card or one hour of child care -- can be combined with other donations to make great gift baskets or raffle items.

Also, remember this is a SERVICE auction. We really want your time. Can you sit for pets, wash cars, pull weeds, fix computers, wrap packages, decorate cupcakes, paint, deliver dinner . . . You have something to donate! Do it!

## **25. HOW WILL I KNOW WHO SIGNED UP FOR MY PARTY OR BOUGHT MY SERVICE?**

Within 2 weeks after the auction, you will receive an email providing you with the contact information for all buyers. Please retain this information. If you do not receive your email, please contact the Service Auction Committee at [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com) for another copy.

## 26. HOW DO I FILL OUT A CONTRACT?

Contracts are available at the Service Auction table between services beginning September 15th. **For direct entry online, please log on to:**

**<http://www.jotform.us/form/22625047919155>.**

(It's really, really easy and takes about 1 minute to fill out – much easier than writing by hand!!) There, you may enter your contract electronically or you can print the contract's pdf file, fill it out, and email it to [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com).

Please be sure to include any restrictions you might have on your donation, for example:

- only available during certain times (child care but only on weekends)
- limited to a specific number of hours (5 hours of window washing vs all your windows)
- technical issues (computer help but only on a mac)
- supply issues (participants must bring own paint and canvass)
- the date for your event – check out the Service Auction calendar at <https://3c-lxa.mail.com/mail/client/dereferer?redirectUrl=https%3A%2F%2Fwww.google.com%2Fcalendar%2Fembed%3Fsrc%3DbnV1Y3NlcnZpY2VhdWN0aW9uQGdtYWlsLmNvbQ>

The Service Auction committee reserves the right to assign an item or service to an auction category (live, silent, raffle) or to combine donations as we need to best service the church. We will contact you if we have questions.

## 27. WHY DO YOU WANT ME TO SET A DATE FOR MY EVENT?

Experience! If you choose not to set a date two things happen. First, people are more reluctant to sign up for your event. Second, finding a date when all of the people (or even most) who signed up are available becomes difficult. Setting a date up front eliminates a lot of frustration. Check out our calendar here: <https://3c-lxa.mail.com/mail/client/dereferer?redirectUrl=https%3A%2F%2Fwww.google.com%2Fcalendar%2Fembed%3Fsrc%3DbnV1Y3NlcnZpY2VhdWN0aW9uQGdtYWlsLmNvbQ>

## 28. CAN I HAVE MY EVENT ON THE SAME DAY AS ANOTHER EVENT?

There is no rule against it. With 50+ events to schedule and an already busy church calendar, there will be conflicts. HOWEVER, please take into consideration the type and size of event you are hosting in comparison to potential conflicts. The Service Auction Committee maintains a calendar of Service Auction events and will be happy to help. Find it here at <https://3c-lxa.mail.com/mail/client/dereferer?redirectUrl=https%3A%2F%2Fwww.google.com%2Fcalendar%2Fembed%3Fsrc%3DbnV1Y3NlcnZpY2VhdWN0aW9uQGdtYWlsLmNvbQ> or maybe even on Facebook!

**29. I AM WILLING TO HOST AN EVENT BUT I DON'T HAVE ROOM AT MY HOME. WHAT CAN I DO?**

The church building is available at no charge for Service Auction events. However, be sure to check with the Church office to confirm availability of the space.. And please be sure the Service Auction committee is aware that the vent you're hosting will take place at the Church.

You might also consider using outdoor venues, such as local parks. Many have covered pavilions that can be reserved. Consider finding a co-host. Consider a smaller event (they count too!) -- perhaps dinner for 4, or a class for 2. Ask us at [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com); we will help!

**30. WHAT HAPPENS IF I SIGN UP AND CAN'T ATTEND A SIGN-UP EVENT?**

If you are unable to attend an event you may offer (or sell) your place to another person. However, please inform the host if you do so.

**31. WHAT ARE RELIGIOUS EDUCATION BASKETS?**

Each year we have the RE classes participate in the Service Auction by contributing items for a themed baskets or creating art projects. This year each class will be putting together a basket. Linda Nadler is coordinating this effort. Watch for emails from her or from the RE program.

**32. DO YOU NEED VOLUNTEERS?**

Always. We have jobs -- big and small. Just contact us at [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com).

**33. DOES SERVICE AUCTION USE SOCIAL MEDIA FOR COMMUNICATION?**

YES, the donation contract and calendar should be available at our Facebook page.

But just in case, find them here:

<http://www.jotform.us/form/22625047919155> for the contract, and for the calendar <https://3c-lxa.mail.com/mail/client/dereferer?redirectUrl=https%3A%2F%2Fwww.google.com%2Fcalendar%2Fembed%3Fsrc%3DbnV1Y3NlcnZpY2VhdWN0aW9uQGdtYWlsLmNvbQ>

After the auction, we hope this page can be used to let people know of signups with open spaces. If you can't attend an event you have signed up for, we hope you will post the availability here. We are learning; please be patient or better yet, volunteer to help us!

**34. MORE QUESTIONS?**

Contact Cyndie at [nuucserviceauction@gmail.com](mailto:nuucserviceauction@gmail.com) or 281-386-9762.