

AUCTION DONATION COLLECTION INSTRUCTIONS & PROCEDURES

Your job is to collect auction donations from vendors participating in the Winter Festival.

The clipboard has a list of vendors by room number. Each vendor had a donation form for the PNA's annual fundraising auction on each of their chairs when they arrived Saturday morning.

You have a clipboard with a list of vendors by room number and you have a stack of donation forms in case anyone needs another form. Please ask each vendor in each room if they would like to make a donation to the auction. Try not to interrupt vendors during a sale. Use the list to keep track of who you've asked (see below), in case you need to double back to see someone who was busy.

If they say yes, cross out their name and write **yes** next to the name and put the donation in one of the shopping bags you have. *Be sure to collect their donation form and give them the pink copy for their records. Even if they don't fill out the entire form, we need their name, what they donated, and the value of the item.*

If they say no, cross out their name and write **no** next to the name.

If they say they'll donate later, cross out their name and write **later** next to their name (let them know they can drop the donation off in the Blue Building info booth any time today).

By crossing out their names after you ask, we'll know that we've directly contacted every vendor.

Put all the donations, **with their form attached**, in the back office. Please take care not to break anything or pile things up!

If there are any questions about auction donations, ask Chardell or LeAnne (info booth has phone numbers for both).

Regardless of whether they make a donation, be sure to thank all the vendors!

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT FOR THE PNA IS MUCH APPRECIATED!!!**