



**Cedarhurst
Unitarian
Universalists**

REQUEST FOR AUCTION DONATIONS

After much anticipation, it is time to submit your donations for Cedarhurst's Spring Auction! Donors like you are the foundation for our Auctions, and your creativity and generosity always make them so interesting and enjoyable.

Please complete and return your [Auction Donation forms](#) No Later Than Friday, April 9th. There are tips and suggestions below for completing the form. We invite Donors to schedule their events between May 7th and October 31, 2021.

For general questions about donations contact any member of the Auction Committee: Barb Bradley, Cindy Hirshberg, Sharon Kennedy, and Beth Schilpp. For any technical questions contact our Outreach Coordinator Philip Browne at outreach@cedarhurstuu.org.

INSTRUCTIONS FOR FILLING OUT DONATION FORM:

This year, you will submit your information using a "[fillable form](#)" [which is available here](#). Simply enter information about your donation directly into the appropriate fields on the form. There is no need to print out the form and send it in, but there is a spot on the form just above the Submit button where you can select "Send me a copy of my responses", and what you entered on the form will be emailed to you. When complete, press "Submit" and the information goes to Cedarhurst in the correct format to enter into Bidding Owl, our auction platform.

Item Description: As applicable, include colors, materials, dimensions (HxWxL), interesting history of an item, descriptions of delicious food to be served, or any other information that informs bidders and attracts them to your item(s). For events indicate if it's to be held indoors or outdoors, and the general time of day (mid-day, evening, etc.).

Item Fair Market Value: This helps the Committee accomplish other aspects of managing the Auction on Bidding Owl.

Suggested Opening Bid Amount: If you would like to set an opening bid for this item, enter it here. It must be a multiple of \$5.

Minimum Bid: If there is a minimum amount you would accept as the winning bid for this item, enter it here (again in a multiple of \$5). This is not exactly the same as the Opening Bid Amount above. Sometimes auction items are started at a lower bid to generate interest.

Date of Event: This field is set up to accept only dates. If you are donating a service, you can indicate in the Item Description field that the date is to be agreed on between the donor and the winning bidder.

Number of Spaces/Units available for events and services: How many people can attend your event? Or if you're offering a service, how many units are you offering? The number of hours per unit (if relevant) should be indicated in the description.

Links: If you have a link to a photo of the item or something else related to your donation, add it here. Otherwise please email a photo to outreach@cedarhurstuu.org and clearly state in the subject line what item the photo is for.

General Comments for Auction Committee:

If you make a mistake or want to change something after you submit the form, email Philip Browne at outreach@cedarhurstuu.org.

The Auction opens on Bidding Owl **on Sunday, April 25 at Noon** and closes at **6:00 PM on Saturday May 1, 2021**. All previous Bidders are still registered with Bidding Owl. If you have questions, or need help bidding, please remember to contact the Bidding Partners: Barb Bradley, Cindy Hirshberg, Sharon Kennedy, and Beth Schilpp. We will answer questions and assist you in bidding on items. More details will follow in the Weekly Announcements and by email as the Spring Auction gets closer.

Meanwhile, gather up all those amazing items to donate, be poetic in describing the menu for your event, brag about your handy person skill. And be sure to submit them BY April 9th. And then..... "*Laissez les bon temps roulez!*" (Let the good times roll!)

The Auction Committee