

PUUF On-line Auction Donation Instructions

Thank you for participating in the PUUF on-line auction. We will need many items and services of value in order to make our fundraising goal.

Instructions:

Collect items of value for donation and consider services you might offer. Items will need to be photographed (individually or in lots) before being added to the on-line auction site. You may do it, Jim Mariani or Prime Time can come out, once you have finished collecting. Shoot 4 to 5 photos from different angles of each item or lot. Use adequate lighting. If you choose to photograph the items, it's best to attach the files, along with the Donor Auction Item-lot sheets, in an e-mail to **Jim Mariani at jsm22553@yahoo.com**.

Timeliness helps. Donations can be uploaded to the Prime Time Auction website as early as 60 days before the date of the auction (tentative auction date is March 6th) for early bidding. A few days before the auction, donations will need to be moved to the auction site at the Pine Ridge Mall (more later). PUUF can transport or arrange transport if necessary.

If you cannot store items, Prime Time has holding areas. Again PUUF can transport or arrange transport if necessary.

Auctions are fun!! Solicit items and let friends and relatives know about it as the date approaches.

Many Thanks!! Good Luck!!

Jim Mariani, Chair Ad Hoc fundraising Committee

Use the *Donor Auction item/lot sheet* to name and describe your items and services.

Print and attach a description sheet to each item or lot. A lot is a grouping of small, inexpensive similar items. Lots will need to be boxed for transport to the auction location at the Pine Ridge Mall – (more later).

TIPS:

Make sure to clean each item. Items in good repair will sell for more. Items missing parts may not sell.

Describe item: *Condition - need repair or parts? Age? New? Antique? Usage? Rare? Size? Try to sell it (ex. one of a kind, rare find, keepsake). Keep descriptions short and to the point(s).*

Lots: *Use a general description if items in each lot are not identical. How many items are in the lot?*

Describe Services: *What are you offering? Highlite benefits. Limitations? Date or time range? Preferred contact method.*

Below is a partial list of item and service ideas:

1. Gift baskets, restaurant gift certificates, other gift items
2. Tutoring math, English, etc., music lessons.
3. Art including antiques
4. Travel: airline award tickets, Bed and breakfast, fishing and hiking trips, etc.
5. Sporting goods including camping, skiing, boating, hunting and fishing, biking, etc.
6. Garden/garage including mowers, snow blowers, bicycles, tools (home and auto) etc.
7. Entertainment including concert, sports events, plays, etc.
8. Computer supplies including home desk top computers, lap tops, phones, storage drives, etc.
9. Music including DVDs, CDs, vinyl's, stereo equipment, radios, TV's, etc.
10. Toys including kid's bicycles, skate boards, scooters, Legos, etc.
11. Labor yard clean up, mowing, snow removal, etc.
12. Furniture
13. Household items including valuable clothing/accessories, jewelry, appliances, etc.
14. Big ticket items including used cars, atvs, motorcycles