



# St. Joseph's Art & Wine

**21st Annual Fundraising Event**

FAMILY AUCTION PACKET 2016-17



**St. Joseph's Catholic School**  
**901 W 4<sup>th</sup> Ave Kennewick, WA 99336**

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# INTRODUCTION

**Dear Family and Friends of St. Joseph's School,**

St. Joseph's Art & Wine is proud to present our 21<sup>st</sup> Annual Auction:

an evening in **Black & White**

Our event will undoubtedly be successful if we all come together and help with this event. We hope that this packet will serve as a guide to provide you with the details of our event. Please carefully read all its contents. Some forms are for your information only and others need to be filled out and returned to the school office. If we may be of any assistance, or if you have any questions, please feel free to contact the event chairs Beth at (509) 528-9577 or Edna at (616) 309-3936. You can also email [dennisandbeth@charter.net](mailto:dennisandbeth@charter.net) or [edna\\_bfc@yahoo.com](mailto:edna_bfc@yahoo.com).

Our event's website at [www.stjoesartandwine.com](http://www.stjoesartandwine.com) will soon have the most current auction information, so please continue to check out the website for the latest details.

Thank you,

**Art & Wine Committee**

## FAMILY AUCTION PACKET CONTENTS:

- ❖ What is Art & Wine?
- ❖ What can I do to help?
- ❖ Silent/Live Auction Donation
- ❖ Auction Item Ideas
- ❖ Sponsorships
- ❖ Volunteer Opportunities (WE NEED YOU)
- ❖ Ticket Information
- ❖ Raffle Ticket Information
- ❖ Dessert Dash Information
- ❖ Committee Meeting Schedule
- ❖ Special Thank You to last year's Generous Sponsors
- ❖ Checklist of important dates and forms that need to be returned to the school office

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## WHAT IS ART & WINE?

Art & Wine is our school's biggest and most important fundraiser each year. The main goal of our event is to raise funds benefiting our School's educational and technology resources, curriculum upgrades, and keeping tuition affordable to those families who choose to provide their children with a quality Catholic education. All of the School families are encouraged to support our event in order to make it a success. Our event is open to the public, so invite your friends, families, neighbors, co-workers, etc.

### EVENING OF THE EVENT

- WHAT: St. Joseph's Art & Wine 21st Annual Fundraising Event
- WHO: You, Your friends, neighbors, co-workers, etc. (Please help us spread the word)  
*\*Please note: Must be 21 or older to attend*
- WHEN: Saturday, February 4, 2017 at 5:00pm
- WHERE: St Joseph's Parish Activity Center (PAC) and Dillon Hall
- TICKETS: \$75.00, which includes a Silent Auction social hour with Hors d' Oeuvres, wine and beer selections, and a cigar tent. Followed by an amazing CASTLE catered dinner and Live Auction.
- DETAILS: Cocktail hour and Silent Auction in the PAC from 5:00pm -7:00pm  
Dinner and Live Auction to follow in Dillon Hall at 7:30 pm

NOTE: The Silent Auction will also open on Friday, February 3, 2017, from 11:00 am-1:00pm for all to view the items and place bids. However, to ensure that you are the winning bidder you must purchase a ticket by February 2, 2017 and attend the event. The Silent auction will be closed at 1:00pm and will reopen again on Saturday at 5:00pm.

## WHAT CAN I DO TO HELP?

We ask that all School families play a role through:

1. **DONATING AND PROCURING ITEMS**
2. **VOLUNTEERING YOUR TIME**
3. **ATTENDING THE BIG EVENT**

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# DONATE/PROCUREMENT

## SILENT/LIVE AUCTION DONATION

Each School family **must** complete the “Silent/Live Auction Donation Form” so that the proper credit can be given for the donation. Please provide as much information as possible for the description detail regarding the item that is being donated as we use this description when advertising our auction items. We strongly encourage soliciting the donation of an item valued at \$100 or more, rather than writing a check to fulfill your family’s obligation. We really can’t be successful without each family’s effort in bringing in donation items. A receipt or statement of value will be required for all items donated to verify the value of the item.

*\*Please be sure to complete the Silent/Live Auction Donation Form even if you choose to contribute \$100 rather than donating an auction item to ensure that you are credited for the donation and that you will not be billed later.*

The form is to be turned in no later than **November 18, 2016** to avoid a \$250.00 charge that will reflect on your January 2017 Smart Tuition statement. The actual auction item does not need to be turned in until January 10, 2017. However, it is preferred that you turn them into the school office as soon as the item/s can be made available.

## AUCTION ITEM IDEAS

This sheet is for your information only. Please consider procuring an item valued at \$100 or greater rather than donating \$100. This helps the committee tremendously. We would also like to encourage families to pool their \$100 donation with other families to make larger auction items suitable for the live auction. Please contact the committee for assistance if you are interested in working toward a larger auction item.

## SPONSORSHIPS

We have Sponsorship tables that can be purchased. If you or a company that you know would like to be a Sponsor please see enclosed Sponsorship categories and sponsor response form. If you have any questions, please feel free to contact our event chairs:

Beth Damon at (509) 528-9577 or [dennisandbeth@charter.net](mailto:dennisandbeth@charter.net)

Edna Cabasug at (616) 309-3936 or [edna\\_bfc@yahoo.com](mailto:edna_bfc@yahoo.com)

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# AUCTION ITEM IDEAS

## **THE ART & WINE COMMITTEE HAS A LONG LIST OF ITEMS THAT WE NEED** *IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:*

EDNA CABASUG: [edna\\_bfc@yahoo.com](mailto:edna_bfc@yahoo.com) and/or  
BETH DAMON: [dennisandbeth@charter.net](mailto:dennisandbeth@charter.net)

- ❖ Cruises
- ❖ Time Share Stay (Hotels, Cabins, Campgrounds)
- ❖ Sky Miles, Gift Certificates For Airlines
- ❖ Spa Packages
- ❖ Golfing Packages
- ❖ Concert Tickets Or Sporting Events (Go Hawks)
- ❖ Wine Tasting & Limousine Services or Party Bus
- ❖ Family Photography Packages
- ❖ Benton/Franklin Fair Packages (Entry, Wristband, Etc.)
- ❖ Hosted Dinner
- ❖ Guided Fishing Trip on the Columbia
- ❖ Girls Night Out or Guys Night Out
- ❖ Luggage Set
- ❖ Whitewater Rafting Trips
- ❖ Skydiving Packages
- ❖ Train Ride Excursions
- ❖ Whale Watching Trips
- ❖ Airplane Lessons for Beginners
- ❖ Date Night Basket (Dinner, Movie, My Fro Yo) Etc.
- ❖ Birthday Parties for Kids or Family Packages at: Chucky Cheese, Get Air, Bowling, Skating Rink, Game in Tri-cities, etc.
- ❖ Artwork
- ❖ Pots and Pans or Bakeware Set
- ❖ Wood/Metal Work (Fire Pit, Wine Rack, Fishing Rack, Etc.)
- ❖ Gift Baskets of All Sorts
- ❖ Handmade Items (Such As Quilts/Blankets, Hats/Scarves, Rosaries, Etc)
- ❖ Autographed Memorabilia
- ❖ Electronics, Appliances, Exercise Equipment
- ❖ Gym Memberships (Gymnastics, Dojo, Karate Etc.)
- ❖ Broadway Show (Portland or Seattle) with hotel stay and restaurant gift cards

### **ADVENTURE OR TRAVEL PACKAGES:**

- ❖ Hawaii Package Trip
- ❖ Oregon Coast Packages
- ❖ Mt. Rainier Packages
- ❖ Lake Chelan Vacation Package
- ❖ Wallowa Vacation Packages
- ❖ Silverwood or Triple Play in Idaho
- ❖ Las Vegas Trip (this could include airfare, hotel, shows)
- ❖ Disneyland or Six Flags Vacation Packages
- ❖ Skiing & Lodging Packages
- ❖ Deep Sea Fishing
- ❖ Glamping Packages

**We would also like to encourage you to get together with a few families and make a high valued auction item/package! Please contact us with your ideas!**

# VOLUNTEER OPPORTUNITIES

*“We need you!”*

We would like to thank all the volunteers of last year’s Art & Wine event. Our 2015-2016 event was successful because of your outpouring support. We hope that you consider volunteering your time again this year. Remember these hours count toward your volunteer hours.

**Here are some ways you can help:**

<b>Needed Volunteers in our Committee</b>	<b>Needed Volunteers Week of the Event</b> (10-12 per day)	<b>Needed Volunteers Day of the Event</b> (50 volunteers)
<ul style="list-style-type: none"> <li>❖ Sponsorship</li> <li>❖ Live Item Procurement</li> <li>❖ Silent Item Procurement</li> <li>❖ Selling Tickets After Mass (St. Joseph’s Church)</li> <li>❖ Lead for Teardown @ PAC and Dillon Hall</li> <li>❖ Reserve Art &amp; Wine Pews</li> <li>❖ Facilitate Principle of the Day</li> <li>❖ Posters and Sign Distribution</li> <li>❖ Booklet / Auction Catalog</li> </ul>	<p><u>Set-up Schedules:</u></p> <p>Wednesday (2/1/17):</p> <ul style="list-style-type: none"> <li>❖ Set up Stage</li> <li>❖ Set up Tables and Chairs</li> <li>❖ Start Setting up Auction Items</li> <li>❖ Begin Decorations</li> </ul> <p>Thursday (2/2/16)</p> <ul style="list-style-type: none"> <li>❖ Auction Items Set-up</li> <li>❖ Hang Signs</li> <li>❖ Decorations</li> <li>❖ Tent Set-up</li> <li>❖ Set-up Coffee shop</li> <li>❖ Caters Set-up</li> <li>❖ Wineries Set-up</li> </ul> <p>Friday (2/3/16):</p> <ul style="list-style-type: none"> <li>❖ Complete Staging for Auction</li> <li>❖ Complete Decorations</li> <li>❖ Orientation Meeting @6pm</li> </ul>	<p>SILENT AUCTION (PAC)</p> <ul style="list-style-type: none"> <li>❖ Registration</li> <li>❖ Silent Auction Closers</li> <li>❖ Gift certificate table</li> <li>❖ Winery Table</li> <li>❖ Raffle ticket seller</li> <li>❖ Golf Cart</li> <li>❖ Appetizer Table</li> <li>❖ Beer Table</li> <li>❖ Cigar Tent</li> <li>❖ Floaters</li> <li>❖ Teardown</li> </ul> <p>LIVE AUCTION (Dillon Hall)</p> <ul style="list-style-type: none"> <li>❖ Servers</li> <li>❖ Room Runners</li> <li>❖ Raffle Ticket Sellers</li> <li>❖ Scribe</li> <li>❖ Runner</li> <li>❖ Dessert Dash Table</li> <li>❖ Cash room</li> <li>❖ Floaters</li> <li>❖ Door/Seating</li> <li>❖ Teardown</li> </ul>

You can help in many ways. Please email our Volunteer Coordinator Kristen Silva at [kristen.silva25@gmail.com](mailto:kristen.silva25@gmail.com) if you have any questions. Please fill out the Volunteer Response Form and return it to the office with your other required forms.

## **NEW THIS YEAR!**

**There will be an Orientation Meeting on Friday February 3, 2017 at 6:00pm for all volunteers who will be helping the day and night of the event. We will go through the flow of the event, all of the job descriptions, and assign jobs.**

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# ATTENDING OUR EVENT

## EVENT TICKET INFORMATION (SAVE YOUR SEATS!)

Ticket Price: \$75.00/person

You are purchasing a ticket to:

- ❖ Silent Auction: which includes Cocktails, Hors d' Oeuvres, and cigar tent.
- ❖ Live Auction: which includes a CASTLE catered dinner, wine and beer selections.

An Auction Registration Form is enclosed with this packet should you wish to purchase your ticket to this event at this time.

Our event ticket coordinator is Sheri Appleby; you can contact her at [sheriz01@yahoo.com](mailto:sheriz01@yahoo.com), go to the event website ([www.stjoesartandwine.com](http://www.stjoesartandwine.com)), or stop by the school or parish office to purchase event tickets. REMEMBER: This event is open to the public, so spread the word!!

## RAFFLE TICKET FORM

This form is to be filled out and submitted along with \$25.00 per ticket for a chance to win \$1,500.00 tuition credit for the 2017-2018 school year or a \$1,500.00 cash prize. This is not a requirement in order to attend the event and you do not need to be present at the event to be a winner.

## DESSERT DASH

There will be highly desired desserts that your table will have the opportunity to bid on. This game requires your table to collectively bid the highest amount in order to be selected to "Dash" to the dessert table first, before the best treats get taken! But you must be quick if you win, because the next highest bidding table will be close behind you, and so on. You can participate by entering your bid number (assigned to you at the event) on your dessert dash form at your table and enter the amount that you want to bid. Each person at your table needs to enter their bid number and the amount they wish to bid.

(NOTE: If you would like to donate an extravagant dessert that will be featured in our Dessert Dash we would greatly appreciate it! This will not count to your \$100.00 donation; however, you will earn fundraising service hours for making the dessert. Please fill out the Volunteer Response Form for dessert donations.)

***HOPE TO SEE YOU AT OUR EVENT!***

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## ART & WINE COMMITTEE SCHEDULE FOR 2016-17

All meetings will all be at 6:30pm in the library  
(All School Families are encouraged to attend the meetings)

September 19<sup>th</sup> All Committee Meeting & New Members  
October 3<sup>d</sup> All Committee Meeting  
October 17<sup>th</sup> All Committee Meeting  
November 7<sup>th</sup> All Committee Meeting  
November 21<sup>st</sup> All Committee Meeting  
December 5<sup>th</sup> All Committee Meeting  
December 19<sup>th</sup> All Committee Meeting  
January 2<sup>nd</sup> All Committee Meeting  
January 9<sup>th</sup> All Committee Meeting  
January 16<sup>th</sup> All Committee Meeting  
January 23<sup>d</sup> All Committee Meeting

### **THE WEEK OF THE EVENT:**

February 1<sup>st</sup> (Wednesday) Set-up at 8:00 am  
February 3<sup>rd</sup> (Day before) Volunteer orientation meeting 6:00 pm  
February 4<sup>th</sup> Event begins at 5:00pm  
February 5<sup>th</sup> Return Rentals

### **FOLLOWING THE EVENT:**

February 20<sup>th</sup> Wrap-up meeting:  
Event results/committee & volunteer celebration

Thank you all so much for your help! God Bless!

*NOTE: The Committee will send out reminders!*



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**WE WOULD LIKE TO THANK OUR 2015-2016  
ART & WINE GENEROUS SPONSORS**

**GOLD SPONSOR**

LOURDES

**SILVER SPONSORS**

LIEBLER CONNOR BERRY & ST HILAIRE ATTY AT LAW  
MONTY & TANIA MILLS  
FIVE D FARMS  
BUD KNORE INSURANCE  
MIDDLETON FARM

**BRONZE DONORS**

CYPERPATH  
GUEVARA FAMILY  
HAIGHT FAMILY  
BRUCE, INC HEATING & AIR CONDITIONING

**ANGEL DONORS**

COPIERS NORTHWEST  
ENRICO & TERESITA CHIONG  
MC CURLEY  
MILLENEIUM AUTO SALES  
ALLAN ELECTRIC  
CAMPBELL & COMPANY

**DONORS**

HALL ENGINEERING ASSOCIATES  
HALLMARK  
PASCO VISION CLINICS  
MONTECARLATTO ESTATE WINERY  
THE COOKIE JAR  
BETTENDORES PRINTING & DESIGN  
BLESSED ON FIRST

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## IMPORTANT DATES AND FORMS

### DATES TO MARK ON THE CALENDAR:

- November 18, 2016: SILENT/LIVE AUCTION DONATION FORM DUE  
Please include: VOLUNTEER RESPONSE FORM
- January 10, 2017: SILENT/LIVE AUCTION ITEMS NEED TO BE IN  
SPONSORSHIP RESPONSE FORM
- February 3, 2017 (Friday): Silent Auction open from 11:00am-1:00pm in the PAC  
Volunteer Orientation Meeting at 6:00pm
- February 4, 2017 (Saturday): Check-in/meeting for volunteers at 3:30pm  
THE BIG EVENT BEGINS AT 5:00PM

### FORMS ENCLOSED:

- SCHOOL FAMILIES SILENT/LIVE AUCTION DONATION FORM (**REQUIRED**)
- VOLUNTEER RESPONSE FORM (**HIGHLY NEEDED**)
- RAFFLE TICKET FORM (**OPTIONAL**)
- SPONSOR RESPONSE FORM (**OPTIONAL**)
- AUCTION REGISTRATION FORM (**IF ATTENDING EVENT**)

*Forms are included in this packet. If you need additional forms, please inquire at our School's office or download the form from our website. Please contact our event chairs if you need assistance in procuring an item.*

# St. Joseph's Art & Wine 2016-17

## VOLUNTEER RESPONSE FORM

Please indicate where you would like to volunteer and return this form to the school office by **November 21, 2016!**

\*\*Please note the following relevant meetings if you are able to volunteer for the day of the event:

- ❖ February 3, 2017 at 6:00pm: Volunteer Orientation Meeting (Optional)
- ❖ February 4, 2017 at 3:30pm: Mandatory Volunteer Briefing, followed immediately by your scheduled volunteer assignments

	<b>Wednesday February 1<sup>st</sup></b>	<b>Thursday February 2<sup>nd</sup></b>	<b>Friday February 3<sup>rd</sup></b>	<b>Saturday February 4<sup>th</sup></b>
<b>Event Preparation</b>	<input type="checkbox"/> 8:00am-12:00pm <input type="checkbox"/> 12:00pm-3:00pm <input type="checkbox"/> 3:00pm-5:00pm <input type="checkbox"/> 5:00pm-8:00pm	<input type="checkbox"/> 8:00am-12:00pm <input type="checkbox"/> 12:00pm-3:00pm <input type="checkbox"/> 3:00pm-5:00pm <input type="checkbox"/> 5:00pm-8:00pm	<input type="checkbox"/> 8:00am-12:00pm <input type="checkbox"/> 12:00pm-3:00pm <input type="checkbox"/> 3:00pm-5:00pm <input type="checkbox"/> 5:00pm-8:00pm	/
<b>Event Help</b>	/	/	/	<input type="checkbox"/> Begins at 3:30pm and lasts until event is completely cleaned up (approx. 12:00am)
<b>Dessert Dash Donation</b>	<p style="text-align: center;">Desserts donated for this special part of our event should be delicious but also have a beautiful presentation!</p> <p style="text-align: center;">The dessert can be purchased, homemade, or donated by a business but they will need to be delivered to Dillon Hall on February 3<sup>rd</sup> (Friday) between 6:00pm-8:00pm. Serving size = 10 people</p> <p style="text-align: center;"><input type="checkbox"/> I will be donating the dessert indicated below:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">*Contact the Volunteer Coordinator with any questions.</p>			

**Printed Name:** \_\_\_\_\_

**Signature\*\*:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

*\*\*By signing this form you agree to meet your obligations for volunteering at the Art & Wine event. If for any reason you need to change your shift you **MUST** contact the volunteer coordinator below in advance. Attendance will be recorded at the event but each family will be required to log their individual service hours in the school office.*

\*Contact Kristen Silva (Volunteer Coordinator) by email [kristen.silva25@gmail.com](mailto:kristen.silva25@gmail.com) or by phone at (509) 308-5858.

St. Joseph's Art & Wine 2016-17  
**RAFFLE TICKET FORM**

**St. Joseph Catholic School Raffle**

**Prize:** St. Joseph School Tuition Credit of \$1,500.00  
for the 2017-2018 School Year **or** \$1,500.00 Cash

TICKET PRICE: **\$25.00**



SPONSORING ORGANIZATION:  
ST JOSEPH'S PARISH

Drawing to be held on Saturday, February 4, 2017 at 8:00 p.m.  
During the Live Auction at St. Joseph's Art & Wine Event  
Dillon Hall: 506 S. Garfield St., Kennewick, WA 99336

You can also purchase tickets by:  
Stopping by the school or parish office, or by contacting any committee member

\*Winner need not be present at the event

PLEASE COMPLETE ALL REQUIRED INFORMATION BELOW:

PARENTS NAME: \_\_\_\_\_ OLDEST CHILD: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE WITH PAYMENT ATTACHED

# St. Joseph's Art & Wine 2016-17

## SCHOOL FAMILIES SILENT/LIVE AUCTION DONATION FORM

Title (If applicable): \_\_\_\_\_

Detailed description of item for use on placard and/or booklet. Please list every item that is included. It is important that all areas of the form are filled out so that information is distributed correctly. Please complete separate forms if items come from multiple donors.


Valued at \$\_\_\_\_\_ (please be sure to attach a receipt or statement of value)

Donor's Name: \_\_\_\_\_  
(name will appear in auction booklet and table place card)

Donor's Address: \_\_\_\_\_

Full Name of School Family procuring donation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

***THIS FORM NEEDS TO BE FILLED OUT AND TURNED IN TO THE SCHOOL OFFICE BY NOVEMBER 18, 2016. IF YOU ARE DONATING AN ITEM, YOUR DONATION DOES NOT NEED TO BE DROPPED OFF UNTIL JANUARY 10, 2017. HOWEVER, IT IS PREFERRED TO BE DROPPED OFF AS SOON AS THE ITEM IS AVAILABLE.***

***IF THIS FORM HAS NOT BEEN FILLED OUT AND TURNED IN BY THE DUE DATE ABOVE, A \$250.00 CHARGE WILL BE REFLECTED ON YOUR JANUARY 2017 SMART TUITION STATEMENT.***

*IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE EVENT CHAIRS:  
BETH DAMON AT (509) 528-9577/dennisandbeth@charter.net  
EDNA CABASUG AT (616) 309-3936/ edna\_bfc@yahoo.com*

### FOR OFFICE USE ONLY

DONATED \$100.00 : CHECK # \_\_\_\_\_ or CASH

ITEM DROPPED OFF ON : \_\_\_\_\_

