



ACADEMY OF ST. LOUIS

*Providing Hope, Promise & Opportunities
For Students with Learning Challenges*

“An Evening of Hope & Promise” Dinner Auction | April 24, 2027

2027 AUCTION COMMITTEES

Go to Committee2026.givesmart.com to sign up for a committee.

LIVE AUCTION

- Responsible for working with parents and past donors to obtain items for the Live Auction
- Create a display of each item on the night of the auction
- Write descriptions of Live items for the program book and the GiveSmart (mobile bidding site), and take high-quality pictures.

ADS & SPONSORSHIPS:

- Contact local beer and wine distributors for donations for the auction night.
- Obtain 5-8 large sponsorships/ads.
- Connect with businesses to advertise in the program book.

REGISTRATION/THANK YOU

REGISTRATION:

- Create grandparent/parent ads and address, stamp, and mail.
- Mail save-the-date cards and invitations (address and/or labels, stamps)
- Assemble donation form/solicitation letters to be mailed (stamps and labels)
- Add addresses from GiveSmart and new parents/grandparents to the master list, and addresses from donors from the previous year to the master list.
- Prepare invitations for mailing (labels, stamps, etc.)
- Print name tags for auction guests
- Assemble guest/bidder packets (program book, name badges, bidder number, table number). Have extra packets available for walk-ins.
- Responsible for assembling the bidder paddles and name tags and for putting packets on tables

THANK YOU:

- Obtain a group picture of the students for the thank-you postcards
- Design thank-you postcards and have them printed
- Create a spreadsheet of the donors from the donation forms.
- Purchase stamps for mailing the thank-you cards
- Address and send a “Thank You Postcard” to all donors on the donation forms, families and guests, volunteers, donors of LIVE items, and Ad/Sponsorship donors
- Write personalized thank-you notes/letters for any large corporate donors, including specific donors (include “Thank you postcard”)



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DECORATIONS

- Work with the Auction Chair to establish a budget
- Choose a color scheme
- Design/Craft centerpieces, table decorations, and Stage area (including Blessed Mother), VIP tables (wine, take-home gift), Bar signs, and Registration table, including transportation to the facility
- Create/Obtain table numbers.
- Obtain student pictures for the tables and assemble them accordingly.
- Responsible for gathering all of the above at the end of the auction evening and
- transporting them back to Ann Dunn’s house the week after the auction.

SILENT AUCTION

- Create an Amazon Wish List for items for the Silent Auction
- Create themed baskets for the six sections of the silent auction (Gift Cards, Home Sweet Home, Man Cave, All About Her, Kids Korner, Extraordinary) with items that have been donated
- Communicate through the Auction Chair for specific items that may be needed to complete baskets
- Responsible for setting up displays at the facility, including all required display items. (i.e., jewelry cases, acrylic folders for gift card displays, easels, etc.)
- Create detailed descriptions and take photos of all auction items for the GiveSmart online bidding site, including item numbering.

GIFT CARDS

- Research online donations from various restaurants and other entities
- Responsible for gathering gift cards received to determine the best way to use them (gift card section, in baskets, or other ways)
- Place gift cards in envelopes and distribute them to winning bidders the night of the auction
- Create a display sheet for each gift card and place it in an acrylic display frame, along with creating display sheets for each auction item/basket

LIQUOR ORGANIZER

- Create a list of liquor and items needed for 6 liquor-related baskets for the silent auction.
- Responsible for picking up the bar-related items from Schnucks on Friday before the auction and delivering them to the school, as well as after the auction, organizing and assisting with the delivery of leftover items back to the school's storage unit.