

Willow Grove Event Form: Pizza Bingo Silent Auction

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Willow Grove!

I. BASIC INFORMATION -

Name of event: Pizza Bingo Silent Auction Date(s): March Start/End Time(s): Usually 6-7:30 PM
 Location: WG Gym Rain Location: NA Estimated # of attendees: 150-250

Description:

II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
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Meet with fellow chair people to review budget, planning process, and divide roles as follows:

Silent Auction Chairs: Solicit donations and raffle items, request teacher donations, wrap donations in appealing baskets, write thank you notes to donators, supervise “check-out” process the night of event, make receipts for night of event, prize winner posters for day of event (raffle and silent auction), create bid sheets. **Day of event:** Oversee Silent Auction bidding, raffle, check out process, and receipts distribution.

Advertising & Student Orders Chairs: Create pre-order form and advertising flyer, process online Membership Toolkitz and paper pre-orders, cash box, keep all orders organized via excel document, and assist “Food Vendor Chair” with creating “Will Call” envelopes. Request PTO to promote event via Facebook/blog/principal. **Day of event:** Oversee sales for food and “Will Call” table day.

Chair Team Early October

Activity Chair: Plan Bingo activity. Primary creator of event layout. Provide layout to school office 2 weeks before event. Purchase prizes for Bingo winners, recruit emcee, create board to record called bingo numbers **Day of event:** Oversee Bingo and prizes to ensure event is running smoothly.

Food Vendor Chair: Main contact for Food vendor, cookie purchase, and water bottle donations. Organize food tickets once orders received from “Advertising and Student Orders Chair.” Assist with “Will Call” envelopes. Submit invoices from food vendors and request payment from PTO Treasurer. Provide food vendors current food order quantities 3 days prior to event. **Day of Event:** Ensure food vendors arrive and have

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appropriate amount of food.

Volunteer Chairs: Solicit volunteers from Stevenson High School, teachers, and parents. Organize volunteer responsibilities by creating online sign up with specific time slots and roles via Membership Toolkitz or Sign-Up Genius. Create name tags for volunteers, write teacher and parent volunteer thank you notes after event, update Ugive (Stevenson HS attendance –mark those who attended and those who did not show up) **Day of event:** Oversee volunteer’s day of event, hand out name tags, sign in/out Stevenson HS students, supervise clean up.

Solicit Silent Auction donations immediately. Please see the attached excel sheet with business list. Feel free to expand upon this list. Always follow up a donation request letter with a phone call or personal visit to the business location.(Sample Letter in “Silent Auction Chairperson Notes”)	Silent Auction Chairperson	
Request families in the school to donate items (sports tickets, restaurant coupons, summer home rentals, etc) via the PTO blog and Facebook.		October
Make an itemized list and projected costs for running the event. Submit to the PTO Board for approval at designated meeting.	All Chairs	
Post event on Ugive.com for Stevenson students. Create online sign up via Membership Toolkitz or SignUpGenius.com for parents to volunteer.	Volunteer Chairperson	November
Request water bottle donations from parents and local businesses.		
Place water bottles in the PTO closet and label them so others do not use it accidentally.	Food Vendor Chair	December
Create event order form. Forward onto PTO President to post onto virtual backpack, Facebook, and blog.	Advertising and Student Orders Chair	Early January
Request event promotion via PTO blog, Facebook, and principal message.		
Locate several pizza vendors to get pricing for event. Talk with PTO Executive Board regarding quotes. Once choice confirmed, contact pizza vendor to reserve date. Give preliminary projection of quantities based on previous years info.	Food Vendor Chair	Mid January
Put large colorful posters up at school and by entrance doors. We recommend you laminate the posters to protect them from the weather.	Advertising and Student Orders Chair	
Contact teachers and staff to request donations for auction.	Silent Auction Chair	Early February
Begin picking up pre-orders from school and make “Will Call” envelopes for night of event. You will do this up until the day of the event. Put envelopes in alphabetical order by last name.	Pizza Bingo Chairperson Food Vendor Chair	February
Email parents via BCC (blind carbon copy) that you received their order form. Request they pick up their “will call” tickets at the cash table the		

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night of the event.

Post Willow Grove Staff “Bingo Caller” Sign-Up Sheet in teachers lounge with time slots. We suggest 30 minute increments.

Assign volunteer positions and send confirmation out to SHS students and parents. Create clearly printed nametags for volunteers to wear once all volunteers confirmed.

Volunteer
Chairperson 6 weeks
before
event

Begin creating Silent Auction bid sheets for both merchandise auction and teacher auction.

Silent Auction
Chairperson

Submit cash box request for food orders and request food vendor check.

Create and drop off Advertising Labels to promote event. We recommend using Avery #5160. Teachers will give these stickers to students the day before the event as a reminder. Contact school office to get an accurate count of students in the school. *Tip: Use www.avery.com/print for easy to use templates.*

Advertising
and Student
Orders 2 weeks
before
event

Send floor plan to school office for custodians to set up Willow Grove Gym. See sample layout in “Event Recap” section. Request microphone set up in gym.

Activity Chair

Finalize pizza order quantity with pizza vendor. Check PTO closet for needed supplies, buy things still needed.

Supplies you will need:

Auction Tables- ~6-10 plastic tablecloths for auction tables, posters to post raffle and silent auction winners, tape to put up posters, marker to write winter names on posters, 30-40 pens to write on bidding sheets

Cash Table: 2 cash boxes, pre-counted tickets for food, pen and paper, calculator, Price sheet for easy reference (i.e., Pizza \$2, Water \$1, Cookie \$1)

All Chairs 1 week
before
event

Raffle Ticket Table: Several pens to write names on raffle tickets, jar for raffle tickets, raffle tickets to sell, price signs for tickets (i.e., \$1 = 1 ticket, \$5 = 6 tickets, \$10 = 12 tickets, \$20 = 28 Tickets)

Food Tables- 4-6 tablecloths (pizza -2, cookies-1, water-1), vinyl gloves for food servers to wear, 3 containers to collect food tickets, napkins, plates (incase the pizza vendor does not provide)

Bingo Table- bingo cards, bingo roller and balls, large dry erase board to write called bingo numbers on (stand, if not free standing), dry erase markers and eraser, microphone with speaker (need to request from school), non-food item prizes for bingo winners

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Silent Auction Check-Out Table- Pens, cash box, “Square” for credit card purchases with i-pad/phone, poster boards to reference winners for Silent Auction, receipts of purchase acknowledgement, list of silent auction items to mark as “paid”

Make up final preorder “Will Call” envelopes for night of event.

Advertising and Student Orders 3-5 days before event

Pre-count tickets for pizza slices, cookies, and water bottles purchased. (For example, if 8 pizza are ordered with 8 slices per pizza, pre-count 56 tickets) This is important if you start running low in tickets. Should there be only 8 tickets remaining, you will need to call the pizza vendor to order more pizza’s.

Food Vendor Chair

Email the remaining pre-order parents via BCC that you received their order form. Request they pick up their “Will Call” tickets at the cash table the night of the event.

Wrap and finalize all silent auction prizes, finalize all raffle prizes. Finalize all promotional flyers and bid sheets.

Silent Auction Chairs 2-5 days before event

Create handout of silent auction prizes to place on tables for parents to review.

Email reminder to parents, teachers, and other volunteers about the event.

Volunteer Chairperson

Set up auction table, food table, cash table, pizza bingo tables. Make sure microphone is working. Confirm Treasurer has cash for cash boxes and vendor checks. Custodians should have tables set up per your layout request.

Put tablecloths on the tables, set up table signs, get auction items displayed, set out water bottles/napkins/cookies/pizza, set out pens for auction table. Put up signs advertising raffle tickets and other posters made for event. Set up bingo and bingo prizes out. Talk to volunteers from Stevenson and parents regarding their responsibilities.

All Day of Event

Please see notes below for how the event runs in “Pizza Bingo Chairperson Notes.”

After Event:

Contact all winners (who were not present) to pick up their prizes. Email PTO Presidents and Principal winners of Teacher Auction and Silent Auction via Excel Spreadsheet.

Submit expenses, thank volunteers (via email or handwritten notes), write event recap notes and submit to PTO presidents.

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IV. VOLUNTEERS –

**Optimum # of
Volunteers:** **15-20 parents**

Volunteers Needed:

- 2 teachers calling Bingo in ½ hour shifts (6 teachers)
- 1 person at “Will Call”/Pre-order table to hand out pre-paid tickets
- 2 people handing out pizza and collecting tickets
- 2 people handing out water and collecting tickets
- 2 people handing out cookies and collecting tickets
- 2 people at Silent Auction table to answer questions and promote packages
- 1 person supervising Teacher Silent Auction table
- 2 chairs/board members at walk-in/cash table
- 1 chair/board member at Silent Auction Check Out Cash Box

V. SAMPLE EXPENSES –

Description	Amount
Pizza	\$400
Cookies	\$75
Water Bottles	Donated
Pizza Bingo Prizes	Donated
Total	\$475

VI. INCOME - Request information from Treasurer

VII. EVENT RECAP –

(continued next page)

Silent Auction Chair Notes

Sample Donation Letter

January 4, 2017

Dear Salon 6:

The Willow Grove Teacher Organization is hosting a **Silent Auction Fundraiser** for our school on **Wednesday, March 18, 2017**. The purpose of this fundraiser is to raise money for our school to provide educational resources for our children. We are a tax-exempt organization.

We would be honored if you would consider donating. Your donation would be part of the Silent Auction and/or Raffle. In exchange for your donation, we would be happy to display your business cards for parents to take.

Kindly contact me at (847) PHONE or EMAIL with questions. Please know your donation will be greatly appreciated. Thank you in advance for your time.

Fondly,
NAME

- An excel document will be provided to you from past years. Mail out letters to past donators and reach out to new contacts. Provide a phone call or personal visit to follow up on donation requests.
- Contact the Lake County and Buffalo Grove Police for police car rides. The Countryside Fires Station will provide a "Firefighter for a Day." These are very big auction items!
- Post teacher donation request on Teachers lounge door.
- Send thank you notes to donators. This will act as their donation tax exempt receipt.
- Write WG staff/teachers personal handwritten notes thanking them for their time and supporting the PTO after event.
- Create flyer to advertise each auction item with corresponding bid sheet. Be sure to state restrictions and expiration dates clearly.
(Sample on next page)

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- Create poster to post Silent Auction and Raffle Prize Winners the night of the event.
- Organize donated items into themes to make marketable to parents
- Wrap Silent Auction prizes in appealing basket with ribbon, plastic wrap, etc. It is suggested you go to The Dollar Tree to purchase baskets, containers, etc for minimal cost.
- We usually have 30-50 Silent Auction Packages, with multiple Willow Grove Staff and Teacher Silent Auction Items

Sample Silent Auction Winner Board Layout:


Item	Name	Winning Bid
1. Comedy Night	Janet Gordon	\$125
2. Spa Day	Heather Thomas	\$55
3. Fire Truck Ride	Mike Johnson	\$250

Sample Raffle Winner Board Layout:

Item	Name
1. \$25 Target Gift Card	Jeff Giordon
2. Doggie Toy Basket	Jill James
3. Kid Snips Free Hair Cut	Susan Nickles

- Create legal receipts for each Silent Auction item
(Sample on next page)

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**Willow Grove Kindergarten &
Early Childhood Center PTO**

777 Checker Drive Buffalo Grove, IL 60089 · Tel 847-541-3660 · Fax 847-821-7572

*Willow Grove Silent Auction
March 16, 2016*

Prize Description: "Family Sports Night" features two Chicago Wolves Tickets for 2015-2016 season and \$25 Lou Malnati Gift Card.

Estimated Value: \$66.50
Actual Amount Paid: _____

This product has been donated by a sponsor of the Willow Grove Parent Teacher Organization (PTO). In exchange for my financial contribution to the Willow Grove PTO, I have received this silent auction prize. All sales are final.

This letter is provided for both proof of purchase and for tax reporting.

Winner Name Printed _____

Winner Signature _____ Date _____

Contact Information:

Address	Town	Phone

The Willow Grove PTO is a non-profit organization.
d1astic96.k12.il.us Federal Tax Exemption ID # E9993-9481-01

Night of the Event:

- If doing a raffle, remind Bingo Callers to pull raffle tickets every 15 minutes and announcement winners. You should be present to write down the winners name on the bulletin board. Encourage them to call raffle for "Student Bingo Callers," too.
- General raffle winners should be poster for everyone to see throughout the night. This will help should a parent/student leave temporarily (i.e., they step out to see Book Fair), so they can see if they won a prize they were return.
- **Two weeks prior to the events, send a request to the Treasurer for cashboxes. You will need two cash boxes (Raffle Tickets, Silent Auction Check-Out). It is recommended you request a "Square" to allow credit card purchases.**

An organized check-out is as follows:

1. Flip tablecloth and pull bid sheets at the appropriate time to prevent parents from adding more bids after the allotted time. This is usually 20 minutes before the event is over.
2. Alphabetize Silent Auction Bid Sheets by last name of winner. This will help with ease because one family often will have won several Silent Auction items.
3. Write names of winners on poster board with price (this will allow parents to begin writing checks for the amount they owe prior to getting to the check out table).
4. As parents approach the table, ask parents for their last name and verify the prizes they won. Verify the total price due.
5. Provide pre-printed legal receipt(s) in exchange for check. Legal receipt should match the silent auction number in top right corner to increase ease of finding matching receipt. Ask parent to fill out receipts (one copy for PTO and one for parent).
6. Give bidding sheet to the volunteer who is handing out the actual prizes.
7. Volunteer will then hand prize to winner.

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- Email winners the next day if they were not present to collect their Raffle or Silent Auction Prizes. Put items in school office, or offer to drop off at their homes. Sample below.

Dear (Name):

Thank you for attending the Willow Grove Pizza Bingo Silent Auction on (DATE). I am notifying you that you won! The prize is the following:

SAMPLE PRIZE
AMOUNT OWED

Please bring in a check written to the “Willow Grove PTO” and pick up your prize by next Friday, DATE.

Thank you again for your donation. I look forward to talking with you soon.

Fondly,

NAME
PHONE
Pizza Bingo Silent Auction Chairperson

- Email list of winner’s, price sold at, and contact information via Excel document to PTO Presidents, principal, and treasurers by Friday afternoon.
- Please be sure to include the Teacher Auction Winners. This is extremely important in reconciling our finances for the event and notifying teachers of their student winners.
- Please provide a list of items that did not sell to the PTO presidents. These items will be used for Staff Appreciation Week in May.

Advertising and Student Orders Committee Chair

Pre-order and Advertising:

- Create pre-order form and advertising flyer. Email PTO Presidents the pre-order form and advertising flyer in both PDF and .doc formats. Templates are available –please contact PTO President for past saved templates.
- Clearly indicate the deadline for orders on pre-order form. Choose a deadline 7 days prior to actual event to allow time for those extra orders that trickle in after the deadline.
- Create large signs to put up in the school and on front door to advertise event. Clearly write the date and time. It is recommended you laminate the outdoor sign to protect it from the weather elements
- One week before the event, send in labels for the students. The teachers put stickers on the students the day of the event to remind them. Please give to the school secretary one week before the event, then send an email reminder the morning of the event.



**PIZZA.
BINGO.
AUCTION.**



Bring your checkbook to support a great cause!

You're invited to a fun-filled evening of pizza, bingo, silent auction, teacher auction, and raffle!

Save the Date- Wednesday, March 16, 2016
6:00 – 7:30 PM

QUESTIONS OR SILENT AUCTION DONATIONS:
Contact Kelly Difino at Mrs.Defino@yahoo.com

To **PRE-ORDER**, detach this portion and return to school with payment in an envelope marked "PIZZA BINGO" **no later than MARCH 9, 2016!** Please make checks payable to "Willow Grove PTO." Pre-orders are not required to attend the event.

Full Name: _____	Teacher: _____	
Phone: _____	Email: _____	
Total # Of Meals <small>(includes pizza, water, cookie, 2 raffle tickets)</small>	_____	x \$6.00 _____
# Of Extra Pizza Slices	_____	x \$2.00 _____
# Of Extra Waters	_____	x \$1.00 _____
# Of Extra Cookies	_____	x \$1.00 _____
# Of Extra Raffle Tickets	_____	\$1.00ea. or 6 for \$5.00 _____
TOTAL PAYMENT INCLUDED		\$ _____

Pre-Order Sales:

- Pick up pre-orders and create excel document. Organize by last name.
- Be sure to include amount of pizza, water bottles, cookies ordered for quantities in your excel document. This will assist with food orders and making "Will Call"

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envelopes. Communicate frequently with the “Food Vendor Chair.”

Name	Pizza Slice	Water	Cookie	Raffle Tickets
Last, First	3		3	3
Last, First	1			1
Last, First		1		1
Last, First			3	2
Totals	4	1	6	7

- It is strongly suggested you bring the original pre-order forms to the event. Parents occasionally think they ordered something different than what the “Will Call” tickets state. If you show them the original form, this can alleviate some issues. Organize by last name.
- Email parents of pre-orders and let them know you receive their order. Explain they will need to pick up their tickets at the “Check-In Table/Will Call” at the night of the event. Sample email below. Please use BCC (Blind Carbon Copy) if emailing multiple parents at one time.
- **Two weeks prior to the events, send a cash request to the Treasurer for cashboxes. You will need two cash boxes for food sales.**

Activity Committee Chair

- Plan Bingo Activity- ensure there is a working Bingo set in the PTO closet (ball roller, all balls present, bingo cards)
- Solicit prizes for student winners. We strongly encourage you to purchase small trinkets from Oriental Trading Company. Do NOT use food items due to choking hazards and food allergies. Purchase items several weeks before event.
- Request dry erase board from school with marker to write down numbers called the night of the event.
- Solicit and oversee emcee for night of the event. If no teachers sign up, find an energetic parent or volunteer to host the Bingo
- This committee chair is responsible for overseeing the Bingo and engaging students the night of the event. Prizes for Pizza Bingo should NOT be food items. Please order inexpensive prizes from Oriental Trading Company. Allow 4-6 weeks for delivery.
- Two weeks before event, email the Pizza Bingo Room layout to the school secretary. If you provide this layout, the custodians will set up the tables for the event.

Food Vendor Committee Chair

- Contact three pizza vendors and request pricing. In the past, we have used Papa John's due to the best price offered, they work with the district for Special Lunch, and nut-free.
- Communicate frequently with the "*Advertising and Student Orders Chairs.*"
- Once the pre-order deadline has passed, call the pizza vendor and give final quantity order. Ask them to bring plates and napkins. Request the driver leave food in warmers. You will need to call after the event so the driver can come back and pick up any items.
- Request water bottle donations from parents, local stores, etc. as we often get enough water bottles from donations. Purchase water bottles if donations are short.
- Past vendors include:
 1. Gordon Food Services or Costco (cookies)
 2. Papa John's Pizza
 3. Al's Pizza Italia

Preparation for Day of Event:

- Make posters to label water, pizza, cookie, check-in table, raffle table, and bingo table.
- It is strongly recommended to pre-count tickets for pizza slices, cookies, and water bottles purchased. For example, if 8 pizza's are ordered and there are 8 slices of pizza, pre-count 56 pizza tickets. This system is important to identify when you run low on food inventory. If needed, you will know you will need to request more pizza's, cookies, or water bottles.
- **Two weeks prior to the events, request a check for the pizza when they deliver that night. Submit all receipts to date.**

Volunteer Chair Notes

Volunteer Positions:

- 2 pizza distributors/ticket collectors
 - 2 water distributors/ticket collectors
 - 2 Cookie distributors/ticket collections
 - 4 people supervising the Silent Auction Table and answer questions
 - 2 Raffle Ticket Sales
 - 1 Supervising Teacher Silent Auction Table (if separate)
 - PTO Board to oversee sales
- Create nametags for all volunteers to wear (we recommend Avery 2"x4" labels with pre-printed names on them to peel off and stick on shirts). This is important so parents and students know whom they can approach with questions or help.

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- Create sign-in sheet for ALL Volunteers to check in, including Stevenson HS students.

Teacher Volunteers:

- Put up 'Bingo Caller" sign up sheet on the Teachers lounge door four weeks before event. Specify two callers per 30 minute slots. This is not limited to teachers, so encourage all staff to sign up.

For example:

Time	Bingo Caller	Bingo Caller
5:30 PM		
6:00 PM		
6:30 PM		
7:00 PM		

- If we need more volunteers to help serve food, post a sign up on the teachers lounge door.
 - Monday before event, collect the Willow Grove staff "Bingo Caller" sign up sheet.
 - Write personal 'Thank You' notes to the teachers and staff who volunteered
- Stevenson High School Students:
- As soon as possible, post volunteer opportunity on Stevenson High School Volunteer website (Ugive)
 - Create a Sign In Sheet to verify students arrived and volunteered the day of the event.
 - Good volunteer opportunities for SHS students include passing out pizza/cookies/water bottles, hand out bingo cards, roll bingo roller, assist students to pick out one prize once they won bingo, raffle ticket promoter
 - At the end of the event, it is the Volunteer Chairpersons responsibility to make sure all Stevenson High School student have been picked up by their parents and are not left in the building

Parent Volunteers:

- Create online sign up for parent volunteers to sign up. Forward link to PTO presidents (if not done on Membership Toolkitz) to include in the blog, Facebook, etc. The benefit of SignUpGenius is that it sends a reminder automatically several days before the event.
- Email all volunteers thanking them for donating their time and to arrive 20 minutes before the event starts for orientation. Also, gently remind them if they are handling food, they must have their hair pulled back, are not allowed to use their cell phones, and must wear vinyl gloves.

After the Event:

- After the event, you are required to go onto Ugive and stated which students arrived for the event, and which did not. This is very important for their volunteer hours.
- Write personal thank you notes to teacher/staff who volunteered and encourage them to volunteer for future events

Day of Event

- Arrive 90 minutes before the events starts.
- Confirm gym layout matches the one you provided the school. Make changes as needed.
- Put tablecloths on food and silent auction tables.
- Set up Silent Auction Tables. Tape down bidding sheets so they do not fall off the table.
- Put water bottles, cookies, pizza on appropriate tables.
- Put up signs/posters to label tables
- Put raffle Prize Posters in easily viewable area for parents and students to view during the night.
- Provide volunteers with nametags, ask them to sign in on form, and assign roles. Explain their responsibilities.
- Provide vinyl gloves and review hair restrictions while serving food.
- Begin bingo and food service immediately when the event begins. Encourage families to purchase raffle tickets throughout the night. Encourage students to enter raffle to be “Bingo Caller” for 10 minute intervals (if doing).
- For bingo prizes, use prizes from Oriental Trading Company. Stay away from candy due to food allergies and choking hazards. Every child is a winner, so no need to “double check” anyone’s bingo card. The point is to have fun.
- During the raffle drawings, it is important to make announcements about the following: buy raffle tickets, silent auction items, raffle winners, etc. Truly HYPE the Silent Auction. Encourage fun rivalry.
- 25 minutes before the event ends, flip the Silent Auction tablecloths over limiting further bidding. Immediately pull bid sheets. Take a few minutes to write the silent auction winners and prizes on a poster board. Put poster board on all for everyone to see.
- Set up Silent Auction Check Out process.
- Initiate Check out process- see Silent Auction Chair information for details
- At the end of the event, assist with clean up, wipe down tables, put supplies neatly away back into PTO closet, and tip the appropriate people (pizza delivery guy, custodians).
- Give ALL cash and checks from the event to the treasurer or president that evening. NO money should go home with committee chairs, if possible.
- Put unused supplies neatly back in the PTO closet when you’re done.
- Put away uneaten food in the teachers lounge for custodians and teachers to eat.
- Tell the custodians you are done and ask them to lock the doors.

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Pictures:

