

FREQUENTLY ASKED QUESTIONS REGARDING GUUF'S SERVICE AUCTION

1. **WHAT IS THE SERVICE AUCTION?** The Service Auction is, after the pledge drive, the largest fundraising event for Greenville Unitarian Universalist Fellowship. But just as importantly, it is a FUNdraiser. The events sold at our Service Auction form the social hub of GUUF. Auction proceeds benefit the GUUF Operating Fund.
2. **WHO IS INVITED TO THE SERVICE AUCTION?** Everyone is invited – there is **NO CHARGE** for attending. Childcare is provided (just tell us how many children you'll need care for).
3. **HOW DO I FILL OUT A DONATION CONTRACT?** Contracts are available at the Service Auction table before and after Sun services beginning Jan 13th. To print an online contract, go to GUUF's website (greenvilleuu.org) and check out the Service Auction section. We use the word "contract" to emphasize that you are making a commitment to perform a specific service; please remember that it is your responsibility as a donor to see that the contract is fulfilled.
4. **WHO DONATES THE ITEMS IN THE SERVICE AUCTION?** Nearly all items/services sold at the Service Auction are donated by GUUF's members and friends. (Some of our local vendors contribute too.)
5. **WHY DO YOU WANT ME TO SET A DATE FOR MY EVENT?** Experience! If you choose not to set a date two things usually happen. First, people are more reluctant to sign up for your event. Second, finding a date when all signees can attend becomes difficult. At the Service Auction table, we will have a large calendar displayed. Church calendared events are shown. We will enter your event date on that calendar when you turn in your contract. There is no rule as such against having events on the same day as other events but take into consideration the type and size of event you are hosting in comparison to potential conflicts.
6. **WHAT ITEMS ARE SOLD IN THE SERVICE AUCTION?** The items sold in the Service Auction generally fall into 4 categories (determined by the Service Auction Cmt):

SIGN-UPS: are hosted parties or sponsored events sold at a set price per attendee. Events may be intended for adults, children, or families – even pets could be included. Sign-ups would also include apropos donated or requested services.

On the evening of the auction, sign-ups will be opened-up at specified times. This schedule will be posted in The Service Auction Catalog and will be announced throughout the evening of the auction. Buyers write their name & bid #s on list below the event description (1 name & bid# per line). Many events fill up quickly; therefore, you may sign up only for you and your spouse or partner. If you have been asked to sign up for someone who could not attend the auction you must yield to the folks behind you and re-enter the line to enter the absentee's name & bid#. Alternatively, ask someone who isn't planning on signing up for that party or event to sign-up for the absentee.

LIVE AUCTION: High-interest items or services considered to add fast-paced, paddle-waving excitement to the evening, the prize going to the highest bidder. We love this kind of frenzy.

SILENT AUCTION: Donated goods or services are accompanied by a bid sheet. Items will be displayed. Services will be described. Bidders make their bids with their bid#s without revealing their names. Normally a minimum bid will be noted. Please increase the bid by at least the noted increments. The highest bid at closing time wins the item/service. Time remaining until Closing will be announced twice.

RAFFLE ITEMS: A wide variety of goodies will be displayed with raffle ticket depository bags. Drop your ticket(s) into the bag of the raffle item you hope to win (remember to keep your stub). The more tickets you purchase, the better your chances. Cross your fingers!

DOOR PRIZES: The Service Auction Cmt will have a few goodies to offer because we are glad you came.

7. DO I NEED TO REGISTER FOR THE SERVICE AUCTION?

REGISTRATION: Start the evening at the registration table where you will sign-in and receive your bid paddle on which is printed your very own bid/registration #. We require your contact information so that providers of events and services may contact you. You will also receive a purchase order form. On this form you will record all your purchases throughout the evening. Couples can share a bid# and a purchase order form.

PREREGISTRATION: Skip the longer lines the evening of the auction. Just go to the Preregistration line and pick up your bid paddle and purchase order form. You can hit the hors d'oeuvre table, grab a drink and get a head start on the socializing. Preregistration also allows us a better idea for childcare count.

8. WHERE CAN I FIND THE SERVICE AUCTION TABLE AND WHAT "HAPPENS" THERE? Friendly and helpful representatives from the Ways & Means Cmt are stationed at the table. The table will be set up outside the Fellowship Hall immediately before and after Sunday services from Sun, Jan 13th until the Sunday before the Service Auction Sun, Feb 24th. We are there to facilitate and help you better understand what GUUF's Service Auction entails. We encourage your participation, which you can accomplish by donating items, events &/or services. We want this to be fun and meaningful for you as well as appealing & enticing to the person(s) you're hoping to attract. We also want you to come March 2nd at 6:00pm and be a participant. It's a win/win. New GUUFers, old GUUFers, young GUUFers, seasoned GUUFers... we're all supporting the Service Auction for GUUF and ourselves. At the table you will find donation contracts, the preregistration sign-up (which includes childcare request for the night of the event), hors d'oeuvres sign-up, calendar to help you set the date for your event/service, the "Frequently asked Questions" hand-out (aka a condensed version of all-you wanted-to-know about the GUUF Service Auction, and past service auction catalogs to help set-off your light bulbs.

9. WHAT TO WEAR TO FUNDRAISING EVENT? There is no dress code. Some people choose to dress in costume matching the theme. 2019 is themed: "Grab your cape and save the day!". Come as your favorite superhero or make one up. Dress however you want. What matters is that you come.

10. WHEN WILL THE SERVICE AUCTION CATALOG BE AVAILABLE AND HOW WILL I RECEIVE IT?

After the contract deadline of Sun, Feb 10th, the Service Auction Committee will compile and assign an item or service to an auction category (see categories listed in question #6). Our most wonderful Fellowship Administer, Stephanie Green, will create the final creation of many oh-so-tempting items. She will send out a broadcast e-mail letting you know that the catalog is available on the fellowship's website. There will be a few hard copies available at the auction. If you can't access the website, see us at the Service Auction table or e-mail the Ways and Means Cmt: wandm@greenville.org.

11. WHAT SHOULD I BRING TO THE SERVICE AUCTION? Hors d'oeuvres to share. Beverages will be provided but if you want to bring your own, please do. Don't forget your list of prioritized "must haves" to sign-up for or to bid on. Also, bring your sense of conviviality and generosity. Oh yes, please bring a form of payment – cash, check, credit card. Raffle tickets can also be purchased during the auction. If you don't have cash for them, add this to your purchase order! Payment is due at the end of the night.

12. WHAT IF I CAN'T ATTEND BUT WANT TO BUY SOMETHING? Preregister and have a designee pick up your bid#. If you ask someone to sign-up for a party or event for you, please be aware of the stipulations stated in question #6/Sign-ups. You must set a maximum bid amount for each Live Auction item/service you want to bid on. You will be asked to initial these max amounts. Payment will still be expected at the night of the auction so arrange accordingly.
13. WHEN DO I PAY FOR THE THINGS I BUY? At the end of the evening, total purchases that you have recorded on your purchase order. Take the P.O. to the cashiers. They will verify the totals and take your payment. We accept cash, checks, and credit cards. If you must leave before the cashiers are on duty, please leave your P.O. with a Service Auction Cmt member and we will contact you regarding payment.
14. HOW DO I GET A COPY OF MY FINAL P.O.? The P.O. is a multi-part form. Take the back copy as your temporary receipt. After the Service Auction you should receive an e-mail confirming what you purchased and paid for. Any discrepancies will be noted, and instructions for handling them will be given.
15. HOW WILL I KNOW WHO SIGNED UP FOR MY PARTIES OR BOUGHT MY SERVICES? When you receive your e-mailed purchase order reconciliation, you should also receive an e-mail providing you with the contact information for all buyers. Please retain this information. Please remember that it is your responsibility as a donor to host your event or service as described and to give the buyer, if applicable, a reminder e-mail.
16. I WANT TO SUPPORT THE SERVICE AUCTION BUT... if you are having a hard time coming up with donation ideas, come see us at the Service Auction table. We have copies of our old catalogs and Service Auction Catalogs from other UU churches. We'll find something to fit your budget, facility, or time constraints...if you have financial limitations, you'll find many purchase amount options. Everybody has a service to offer. No purchase is necessary to attend the Service Auction. Just come, grab your cape and save the day!