



The West University Elementary School PTO's annual Auction is a fun evening for parents to gather and Celebrate the Night in Black & White with a POP of Pink as we raise our glasses and funds for our school. This year's auction will take place on Friday, November 11, 2016, at Hotel ZaZa. Featuring a live and silent auction and music from Empire 6 Band, the evening promises to be a good time!

Auction Responsibilities of Room Parent:

- Encourage parents to attend Celebrate the Night in Black & White, either by purchasing tickets, a table, or putting together a table with their friends. Tickets can be purchased at westupto.org.
- Display **Wine Pull Donation Form** at Open House and encourage parents to sign up. All positions/donations should be filled.
- Display **Auction Volunteer Form** at Open House and encourage parents to sign up. All positions/donations should be filled.
- Solicit a donation (items or cash) worth \$250 from your class (see class donation information below). Return the donation and **Class Donation Form** no later than Friday, September 30, 2016.

Class Donation? Each class is required to donate an auction item with a fair market value of \$250 or more. Donation items can include sports/concert tickets, sports memorabilia, merchant services, merchant items, or monetary items (gift cards). Use your classroom parents as a resource – they may have great connections or unique items for the auction. You can also ask all the families in your class to contribute towards the \$250 requirement. Class recognition for donations will be given in the auction catalog.

How do I submit or deliver class auction donations? To submit an auction item or cash, please complete the class donor form and drop off at 6639 Edloe Street. Contact Mandy Robbins at mandyrobbins@comcast.net or 832-722-8089 for questions or instructions for delivery. All auction donations are due by Friday, September 30, 2016.

Thank you for your help in making this event a success!

Cheers,

WUES Auction Chairs

Aly Berlin, Elizabeth Filek, Mandy Robbins, and Karen Yeager