

# Pioneer Premier Auction April 24, 2010

**Each year we invite our Friends of the Business Community to support this important fundraiser at Hill-Murray School.**


Please take a moment to consider participating in this major event that directly benefits every one of our students. There are three ways you can participate in the financial success of the Auction:

- Item Donation (Recognized in catalog as Donor)
- Cash Donation (Recognized in catalog as Donor)
- Advertise in Auction catalog (Ad printed in catalog & Hill-Murray website)

**In order to be recognized in the Auction catalog, please submit a Donation, Cash and/or Advertising Form by March 8, 2010.**

This packet provides additional information on how you can get involved. We sincerely appreciate your consideration and thank you again for your support of Hill-Murray School.

**The Hill-Murray Advancement Department  
Contact: Mary C. Mathson, Development Officer  
[mmathson@hill-murray.org](mailto:mmathson@hill-murray.org) or 651-748-2405**

 Hill-Murray School ~ 2625 Larpenteur Avenue East, Maplewood, MN 55109

# Volunteer Form

Thank you for your time – it is very valuable to us.  
We will send periodic emails as needed for announcements and reminders.

**Please return this form by January 5<sup>th</sup>, 2010.**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In addition to parent volunteers, we also welcome our students to participate in any of the activities below, with the exception of Saturday, April 24, 2010.

\_\_\_\_\_ Silent & Live Auction Item Procurement (February 1- April 15, 2010)

\_\_\_\_\_ Decorations and Staging for Event Areas ((February 1- April 23, 2010)

\_\_\_\_\_ Basket Preparation (Hours will be scheduled as needed in Feb-April '10)

\_\_\_\_\_ Invitation Assembly (February '10)

\_\_\_\_\_ Friday, April 23: Set up at Hill-Murray (3:30pm – 8:00pm)

\_\_\_\_\_ Saturday, April 24\*: Silent Auction Assistance (5:00pm – 8:00pm)

\_\_\_\_\_ Saturday, April 24\*: Auction Close & Checkout Prep (7:30pm – 10:00pm)

\_\_\_\_\_ Other: To be determined as needed

\_\_\_\_\_ Notes/Questions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Volunteers who work on Saturday evening, April 24<sup>th</sup>, receive a complimentary dinner prepared by Taher Catering and are able to bid on auction items.

**Thank You!**



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# Donation Suggestions

The donation of Silent & Live Auction items, as well as cash donations from our Hill-Murray community, are critical to our financial success.

**All donations are due by March 8, 2010.**

**Any item received after this date will not be listed in the Auction catalog.**

## Wish List Items

Some of the most popular items are *destination or experience* related, whether it is a week/end at your cabin up north, a week at your time share condo in Florida or Mexico or even a local entertainment experience starting with dinner and ending with a theatre or musical performance.

We welcome all types of donations, such as: gift certificates to favorite eating establishments, home services, yard and garden equipment, the latest gadgets in electronics and technology or gift cards to acquire these items, young children's toys, college prep packages, home electronics and appliances, tickets for major sporting events or local theatre productions, gift cards to your favorite retail shops.

Of course, we realize many of you have special talents that bring interest and purchasing power to our Auction. We strongly encourage you to consider this option and if you have ideas on specialty items, please contact us.

## Underwriting and In-Kind Services

Each year we strive to underwrite as many large expenses as possible, to increase our profits for the students. We are in need of assistance with procuring an attractive raffle prize (Wii, iPod, electronics items, golf club set, jewelry), wine for dinner service, bar service for evening events and decorations/rental items to dress our Auction event areas at Hill-Murray. If you are interested in pursuing one of these items, please contact us.

## Cash and Sponsorship Donations

Cash and Sponsorship donations allow us to offset the expenses required to conduct this event, and add to the financial benefits generated for our students. Every financial donation, small or large, is appreciated and will be acknowledged in our auction catalog.

**Thank You!**



# Donation Form

Upon receipt of your donation, you will receive a letter and tax receipt.  
We do not accept used or almost new items.

**The deadline for inclusion in the Auction catalog is March 8, 2010.  
Any item received after this date will not be listed in the catalog.**

Donor Name/Business (as listed in catalog) \_\_\_\_\_

Contact Person \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required: Donation Value \$** \_\_\_\_\_ (**\$50 minimum requested**)

**Required: Donation Description** - When appropriate, please include quantity, size, color, restrictions, # of attendees or nights, etc. Unless otherwise specified, all certificate donations are understood to be valid 1 year from 4/24/10. Placement in Live or Silent Auction categories is determined by Advancement Staff.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all that apply: All certificates/items due to Hill-Murray by 4/9/10.**

\_\_\_\_ Item(s) enclosed.

\_\_\_\_ Certificate enclosed.

\_\_\_\_ I will deliver my item by \_\_\_\_\_.

\_\_\_\_ Please arrange to pick-up my item on \_\_\_\_\_.

**Thank You!**



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# The Hill-Murray Wine Collection

This Live Auction item is a collection of wine(s) contributed by Families and Friends of Hill-Murray.

To participate, donate a bottle, or two, of your favorite wine(s).

**It's simple:** Just attach a tag(s) to your favorite bottle(s). All bottles must be professionally processed, corked and delivered by **March 8, 2010**. If your bottle is received after this date, your name will not be listed in the catalog.

- **Adults only may drop-off wine at Hill-Murray School**
- **No one below age of 21 can transport alcohol/wine to the building.**
- **Each bottle must have a completed tag attached.**

Please bring your donation(s) to the front Security Desk between the hours of 7:00am-3:30pm, Monday through Friday. Contact Chris Jones for special delivery arrangements at [cjones@hill-murray.org](mailto:cjones@hill-murray.org).

## 2010 Hill-Murray Wine Collection Tag

Donor Name \_\_\_\_\_  
Vineyard \_\_\_\_\_  
Year \_\_\_\_\_ Type \_\_\_\_\_ Value \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

## 2010 Hill-Murray Wine Collection Tag

Donor Name \_\_\_\_\_  
Vineyard \_\_\_\_\_  
Year \_\_\_\_\_ Type \_\_\_\_\_ Value \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

**Thank You!**



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# Cash Sponsorship Levels & Benefits

Please complete the Cash Donation Form.

We respectfully request sponsorship information and advertising files by **March 8, 2010**, for acknowledgement and display in Auction catalog. Invitations will be mailed by February 2010. Dinner tickets valued at \$125 per person.

## **Pioneer Premier Sponsorship - \$25,000**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- Two full tables – Sixteen admission tickets to event
- Full page coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

## **Platinum Sponsorship - \$15,000**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- One full table – Eight admission tickets to event
- Half page coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

## **Diamond Sponsorship - \$10,000**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- Four admission tickets to event
- Quarter page coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

## **Gold Sponsorship - \$5,000**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- Two admission tickets to event
- Quarter page coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

## **Silver Sponsorship - \$2,500**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- Quarter page coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

## **Bronze Sponsorship - \$1,000**

- Recognition in event collateral: signage, catalog and Hill-Murray Annual Report
- Acknowledgment during opening remarks
- Business card coverage in catalog (Ad or mission of organization due 3/8/10)
- Brand or logo recognition on website

**Thank You!**

# Cash Donation Form

**Sponsorship and Cash** donations allow us to offset the expenses required to conduct this event, and add to the financial benefits generated for our students.

**Fund a Student** donations are directed to the educational experience of students in need of critical tuition assistance funding.

We respectfully request this information by **March 8, 2010**, for acknowledgement in the Auction catalog.



Name \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Sponsorship Level Cash Donation \$** \_\_\_\_\_ (See next page)

**Cash Donation \$** \_\_\_\_\_

**Fund a Student \$** \_\_\_\_\_

For purposes of donor recognition in the Auction catalog, my/our name(s) should be reported as follows (Please Print):

\_\_\_\_\_

\_\_\_\_\_ Check enclosed (payable to Hill-Murray School)

\_\_\_\_\_ Donate online at <https://secure3.webaloo.com/hillmurray/onlinegiving> ,

and enter **Other** and **Auction** when asked for Gift Designation type.

\_\_\_\_\_ Call Chris Jones, Advancement Services Coordinator, with payment information at 651-748-2410.

**Thank You!**



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# Advertising Form

This is a great advertising opportunity for you and your business!  
The entire catalog will be available for viewing online at [www.hill-murray.org](http://www.hill-murray.org)  
and available in print format to all Hill-Murray parents and auction patrons.

**Deadline for ad submission is March 8, 2010.**

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## Select ad size (Ads are printed in black ink only)

\_\_\_\_\_ Full Page (6.75 x 9.75)..... \$300  
\_\_\_\_\_ Half Page/Horizontal (6.75 x 4.75)..... \$150  
\_\_\_\_\_ Quarter Page (6.75 x 2.25).....\$75  
\_\_\_\_\_ Business Card (3.5 x 2).....\$50

**Payment is due** when ad is submitted. Please send check payable to Hill-Murray School or call with credit card information to Chris Jones @ 651-748-2410.

**Your ad must meet size specification** as listed above; we are unable to make adjustments to ads.

**Email electronic ads or logos** to [mmathson@hill-murray.org](mailto:mmathson@hill-murray.org) according to the following guidelines. It is necessary to receive information in the following formats:

- PDF's
- Quark Xpress – with all supporting files and fonts
- Illustrator – with supporting files and fonts (or outlined fonts) – EPS, PhotoShop – Tiff or EPS
- Please supply as CYMK and NOT RGB
- 300 dpi or better (72 for Web/Internet is NO good)

**Sponsor Name/Contact** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank You!**



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Auction Questions: Mary at [mmathson@hill-murray.org](mailto:mmathson@hill-murray.org) or 651-748-2405, fax 651-748-2444