

NCO AUCTION

September 1, 2001

Dear NCO Parents,

For the past seven years the Auction has raised well over \$15,000 for the program. These funds go to help defray the costs for coaching, travel and race expenses. This year we hope to raise more than \$20,000 with help from the many families participating in the program. We hope that by providing you with information early, you can begin collecting donations of products and services now. Donations only, no consignment items please.

Place

NCO Auction
Saturday October 27, 2001
Jim Durrell Centre
1265 Walkley Rd., Ottawa

Time

7:00 pm

Event

This year like last, each team member will be introduced with a brief ski biography. There will be a silent auction and a live auction, background music during breaks, bar services, munchies, relish trays and coffee and sweets.

Admission tickets are \$5.00 each. Our goal is to sell 500 tickets and have 250 attend the event.

We need every ski family to:

1. Sell admission tickets for the auction
2. Collect auction items
3. Bake sweets (this will be coordinated)
4. Help out during auction day by setting up and running the event

Auction Items

You need to begin collecting items for the auction NOW. It often takes time for companies to commit. The more lead time you give, the better the results. You often need to go back several times. Two donation forms are in your package. Please photocopy as many as you need. Fill these out and give the top half to the donor for their records and keep the bottom portion with the product for our use. A thank you letter goes out to each donor after the auction.

A list of suggestions has been included to help for returning families, and ideas for new families. The convener will be compiling item lists and keeping track of who has sought donations from where. The positions for this year's auction must be filled by the beginning of September.

Positions

Chief Organizer of Auction

Assistant Organizer

Ticket Sales Convener

Auctioneer's Assistant

Clerk

Head Cashier

Assistant Cashiers (2)

Bar

Decorations

Music

Food

Advertising

As you can see there are a lot of jobs. The athletes and both parents {where possible} are expected to be actively involved. Some jobs are bigger than others and a meeting will be held in early September to finalize the auction committee and assign all of the positions. It would be a good idea to talk with parents who have done these jobs in the past to get some helpful hints.

Admission Tickets

Tickets will be made up and given out in early September. Fill in the stub. After "attending" circle 'yes' or 'no'. We need a general tally as the facility accommodates 275 people maximum.

Refreshments

We may be asked to request food donations from our local grocers.

Have a great summer. Good luck collecting items. Let's make this an event to remember and let's make some money to support our athletes.

Sue Goodwin

NCO Auction Coordinator