

Summer:

- Pick date (look at school and national calendars)
- Reserve venue
- Let Qtego know date/venue for 2018

November:

- Include Save the Date info about B4K in EPSF Winter Newsletter
- Update Logo
- Update Donor Request Letter
- Update Master Spreadsheets
 - o Qtego
 - o Donations
- Media & Marketing Plan
 Created
- Start requesting major corporation donations that require more time for processing (WOF only takes requests in NOV)

- Check on Donation Forms Order if need more
- Sponsorship levels finalized
- Sponsorship letter created

DECEMBER:

- Update website B4K page and ask for donations – include box on general donation form for auction donations
- Mention at Goal Meeting B4K

 Committee interest? First
 Committee meeting in
 January
- Donation letters sent out
- Start Planning B4K
 - o Theme
 - o Décor

JANUARY:

- Committee Meeting set up
 - \circ Send Evite
 - o Agenda
 - Prospect list?
 - Raffle ideas?
 - Clicker and 100th to enter gets free bundt cake
 - Securing donations wine/gift cards
 - Decorating/setup/at event
- Secure Security for the event
- Secure credit card processing help (Drinks only?)
- Save the Date/Donation Request for School Newsletter
- Facebook Save the Date/Donation Request (create event)
- Send email to coaches and principals (Kathy B do again?)

- Request Food Donations (hyvee – veg tray, gigis –GF option, popperista, sam & louies)
- Work on vase arrangements

FEBRUARY:

- DCPG Save the Date/Donation Request Ad (Elkhorn Express?)
- Create online registration form with WebLink new WISYWIG tool
- Update website b4k page and ask for donations
 - Include box on general donation form for auction donations
- Order Yard Signs
- Purchase Décor options
- Start Assembling Décor
- Sports & school experience packages – new signs? New boards?
- Create new drink option
- Create all signage for event
 - o Door closed
 - o Wifi
 - Signature drink menu
 - Wine pull
 - o Raffle
 - o Hyvee
 - Cupcake labels
- Create Teacher Inbox Invites (1/4 page)
- Update EPSF Board ask for wine donations and their help securing other donations
- Put website teaser banner up
- Meet with venue?
- Order Raffle Items from Toby Pacer (door hangers), Nothing Bundt Cakes (Melissa – donated cakes last year?)
- Keep soliciting & tracking donations

- Committee Meeting
 - Signature drink?
 - Help for assembling/decorating packages
- Secure MC of the vent
- Photograph packages as finalized
- Background setting for photo taking?
- Save the Date/Donation Request for School Newsletter

EARLY MARCH:

- Omaha.com Calendar
- WDCCC Calendar
- DCPG Calendar
- First Friday Folder Out
- Order T-shirts
- Send Media Alert out
- Online Registration Form Live
- Order Posters
- Attend all PTO meetings
- Committee Meeting
 - Committee Distribute
 Posters & Signs
- Principal April Newsletter Submission
- Invites to VIPs
- Confirm checkout and pay at door process
- Create checkout signs with arrows so people know where to go
- Go to storage and pick up boxes, mason jars, and raffle tickets
- Order acrylic stands if necessary
- Order plates if necessary
- Create a sports camp bid sheet binder again and get trifolds from storage for info display

• Track registrations & donations

LATE MARCH:

- Second Friday Folder Out
- Last call for donations
- Finalize layout for venue
- Finalize donations, raffles, door prizes, goodie bags
- Distribute t-shirts
- Buy wine bags & tissue
- Buy additional décor needed
- Buy napkins/plates
- Ask for NHS Volunteers (can they wear t-shirts?)
- Create Volunteer cards and have Stacey Sign
- Save the Date/Donation Request for School Newsletter

1st WEEK OF APRIL:

- Final Friday Folder Auction Guide and Online Auction
- Balloons?
- Nametags for nhs volunteers
- To do list complete for all volunteers
- Checklist of items to take to Venue finalized
- Script done for MC
- 'go live' announcement done
- Print out auction items and put in Plexi's

SET UP DAY (WEDNESDAY)

- Email reminder to registrants
- Last call District Info, GOAL and Constant Contact list for registration
- Facebook & District Info Email Reminder/Bidding For Good

(4/9 AM – last day online register and bid online)

 Transfer items to venue – set up if possible??

B4K-DAY (THURSDAY):

- Finalize RSVP list and print
- Auction items arranged on table
- Turn off Weblink form
- Finalize auction/registration/check out
- Food/drink deliveries and set up
- Put out signage
- Check AV/Microphone/Music
- Qtego meeting
 - Text message reminder to registrants when auction is closing?

WEEK to 2 WEEKS AFTER:

- Collect remaining \$ and deliver outstanding items
- Arrange with Hy-Vee Shopping Winner Trip
 - Press release for this
 - Social media release/video
- Finalize thank you letters
- Debrief with EPSF Staff
- Download Pictures
- Write & Submit Press Release
- Release on social media on same day
- Update Budget Numbers
- Create Binder for Next Year
- Type up Post Event Notes
- Create Timeline for Next years event including updated notes
- Organize Materials and Take to Storage

Xyz company Address City, state Dear Business Owner,



Elkhorn Public Schools Foundation is preparing for its 6th annual "Bids 4 Kids" Ladies Night Out fundraiser on April 5, 2018. The fundraiser will feature a silent auction, raffles, complimentary appetizers and refreshments. With our mobile bidding platform, you have the added benefit of company exposure through supporters not able to attend our event. Last year we had over 350 participants viewing our auction packages, bidding and winning! We would be delighted if you would consider making a tax-deductible contribution that will support the Elkhorn Public Schools Foundation's mission and students.

The proceeds from this event will be designated for our Before and After School Math & Reading Intervention Programs. At the beginning of the school year, students are identified and given the opportunity to participate in the Foundation funded intervention programs, with the goal of increasing students' math and reading comprehension. This year over 80 teachers will provide additional instruction time outside of the normal school day to over 375 elementary students! This program has proved to increase student's test scores, boost student's confidence and improve overall reading and math comprehension.

We rely on your generosity and support. If you are interested in making a donation or becoming a sponsor you can contact us directly at 402-289-1727 or sselk1@epsne.org. Thank you for your continued commitment to nonprofit organizations and worthwhile causes. Without your devotion to great causes, our mission would go unfulfilled.

Sincerely,

Stacey L. Falk

Stacey L. Falk EPSF Executive Director sfalk@epsne.org

Through our Intervention programs, over 80 teachers provide almost 4,000 hours of additional instruction time to 375 Elementary students to help increase math and reading comprehension.



The Elkhorn Public Schools Foundation (Tax ID #36-3226778) is a non-profit 501(c) (3) organization 20214 Veterans Drive, Suite 400, Elkhorn Nebraska 68022 | www.elkhornfoundation.org | 402.289.1727

April 1, 2018

Business Attn: Owner Address City, ST 01234

Dear Owner,



Thank you so much for your generous donation to the Elkhorn Public Schools Foundation's Bids 4 Kids fundraiser to be held on April 5, 2018 at Noah's Event Venue from 6–9 pm. Proceeds from the event will help fund the Foundation's Reading & Math Intervention programs.

This year we will again utilize online mobile bidding for our auction through Qtego which will provide more exposure for all of our generous donors and sponsors! Last year over 350 participants registered, and we had winning bids from as far away as Hawaii! Auction items will be previewed 2 days before the event, and ladies may now register their cell phone numbers or purchase tickets to attend Bids 4 Kids at www.qtego.net/qlink/eps.

By donating to our auction, you have become a vital member of our team, helping us realize the vision of our mission to help enrich the students of Elkhorn Public Schools, all while exposing your business to our guests. You are making a difference in the lives of Elkhorn Public Schools' students! We thank you for helping make the Foundation's Bids 4 Kids fundraiser a successful community event.

With gratitude,

tacey h. Falk

Stacey L. Falk EPSF Executive Director 402-289-1727

No goods or services were provided in exchange for your donation to the Bids 4 Kids fundraiser.





Silver (unlimited) - \$400

As a Silver sponsor you will receive your logo on the 2018 Bids 4 Kids Event Auction site, your company logo displayed on EPSF Website, Social Media pages and Email Blasts, 5 tickets to the event, 5 complimentary beverage tickets.

Gold (max 1) - \$600

As the sole Gold Sponsor, your company information will be solely designated to sponsor our top raffle prize - a 90 second grocery shopping experience! You will receive specific signage at the 2018 Bids 4 Kids Event for this raffle prize, your company logo will be on the Event Auction site, your company logo will be included on the EPSF Website, Social Media pages and Email Blasts, and you will receive 5 tickets to the event and 5 complimentary beverage tickets.

Platinum (max 3) - \$1,250

As a Platinum sponsor you will receive your logo on the 2018 Bids 4 Kids Event Auction site, your company logo displayed on EPSF Website, Social Media pages and Email Blasts, 10 tickets to the event, 10 complimentary beverage tickets, your company logo included on 'How to Bid' business card handouts at the event, verbal recognition at the event by our MC, your company logo included on Yard Signage promoting event, and your company informtion will be featured as the sole mobile bidding sponsor for a text message notification sent to all registered bidders.

PURCHASE ONLINE @ www.elkhornfoundation.org/bids-4-kids 📭 🚽 Mobile Bidding Provided by 🔼 TECHE

Marketing & Communications Calendar



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Sample Marketing/Promotion of Event

YARD SIGN



EVENT POSTER



OUTSIDE BANNER



ELEMENTARY SCHOOL FOLDERS



DON'T MISS OUT ON OUR TOP RAFFLE PRIZE: A 90 SECOND FILL-YOUR-CART SHOPPING EXPERIENCE!* *RAFFLE TICKETS CAN ONLY BE PURCHASED AT EVENT. LAST YEAR'S RECIPIENT RECEIVED \$637 IN GROCERIES!





TEACHER INBOX CARDS

TENENING HATO R-SEADIT BEENTING HATE S

IKNORN FORLIE SCHO

SHOP • FAT • MTNG

Warobako war Tieko

\$10 FOR ALL ELKHORN PUBLIC SCHOOL STAFF CAN'T ATTEND? BID ONLINE FOR FREE FROM ANYWHERE!

QTEGO.NET/Q

694 • APRIL

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/EPS

2019

VARON RODGERS FIELD JERSE **AMERICAN GIRL EXPERIENCE** KC ROYALS PACKAGE

Do you have unused gift cards stashed in junk drawers? We are looking for a few more gift card donations for our Gift Card Tree!

Contact Stacey at 402-289-1727 or sselk1@epsne.org

www.elkhornfoundation.org/bids-4-kids/



Social Media Campaign COVER IMAGES





5th Annual Ladies Night Out Fundraiser APRIL 6 NOAH'S EVENT VENUE ELKHORNFOUNDATION.ORG/BIDS-4-KIDS

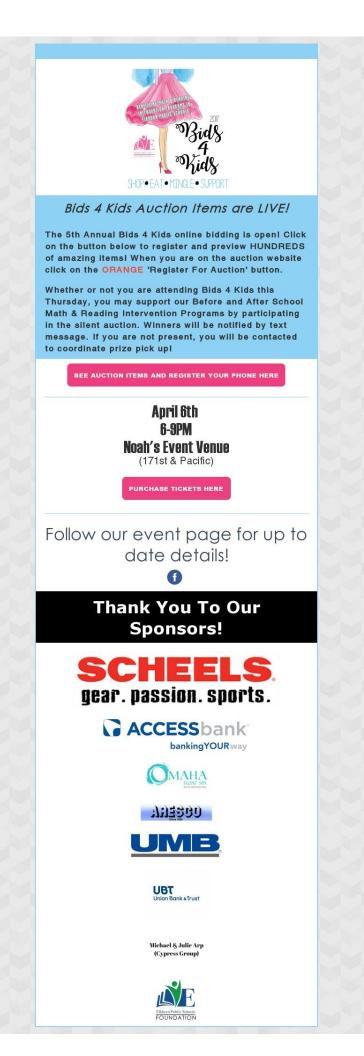








CONSTANT CONTACT EMAIL



Auction Item Packaging & Presentation

Spreadsheet of every auction package with pricing & descriptions

						n are a	all NUMERIC fields! ***			
ForP	riceless	items	, us	e 0 fc	or PMV.					
EMV	Item #	Start	Incr	1000	Charl Dans 15 sharp	an lan?	100 char's-Long Scroller description	lan 2	OPTIONAL! 1500 char's-Item sheet descr	Categories (ONLY for Qsite users
30	302		5		2 Chain Necklac		K & K Interiors 2 chain silver necklace & b		OP HORAL 1900 chars-nem sheet descr	Fashion and Accessories
			5				K & K Interiors long single silver strand nec			
	303	10 10			SNGL Strand Nec					Fashion and Accessories
	304		5		Wrap Bracelet		K & K Interiors black with gold plates wrap			Fashion and Accessories
	305	10	5		Color Bead Neck		Rustic Cuff multi colored bead necklace an			Fashion and Accessories
	306	10	5		Aqua Necklace		Rustic Cuff aqua stone necklace and earrir			Fashion and Accessories
	307	15	5	14	Brnz Diam Neck		Rustic Cuff necklace with diamond pendan			Fashion and Accessories
	308	10	5	15	Brnz Green Neck		Rustic Cuff bronze with green specs neckli			Fashion and Accessories
	309	10	5		Tassel Necklace		Rustic Cuff bronze tassel with diamond per			Fashion and Accessories
100	310	50	5		Michael Kors				Izzy Large Reversible Leather Tote, in Cherry/Balle	
	311	65	5		Gundersons				\$100.00 gift card complete with a Sonic Jewelry Bi	
79	312	40	5	14	Kate Spade Bag				Kate Spade CHARLOTTE STREET ALEK cross bo	
70	313	35	5	13	ESHS Fan Gear	78	Elkhorn South Ladies Tee (size M), Rustic	108	Elkhorn South Ladies Tee (size M) donated by Ga	Fashion and Accessories
55	314	25	5	12	EHS Fan Gear	85	Elkhorn High Ladies T (Size S) and EHS S	0		Fashion and Accessories
40	315	20	5	7	31 Tote				Thirty-One tall organizing tote, black & white floral	Fashion and Accessories
	316	20	5	7	31 Tote				Thirty-One tall organizing tote, black & white stripe	
	317	15	5	7	31 Tote		Thirty-One Tall Organizing Tote - Preppy P		and one to specify the second states and	Fashion and Accessories
	318	65	5	14	Kate Spade Bag				Kate Spade COVE STREET COLORBLOCK PIPP	
	319	60	5	9	Borsheims		Swarovski Charm Bracelet with Red Stone		Take opade oo te officer oocordeoort in t	Fashion and Accessories
	320	70	5		Fossil Tote				The Fossil Ava Shopper in Black. Get carried awa	
		25	5		Kate Spade Wall				Kate Spade SOUTHPORT AVENUE STACY med	
		25	5						Look by M Collection Speck Scarf in Blue donated	
				13	Accessory Pkg					
		25	5		Target				\$50 gift card to Target donated by Target along with	
	324	75	5		Coach Edie Bag				The EDIE shoulder bag 31 in refined pebble leather	
		25	5		Kate Spade Wall				Kate Spade MIKAS POND STACY medium wallet	
	326	30	6		Fossil Grab Go1				Designed (and refined) to hold all your essentials,	
		40	5		NEX Outlets				\$50 Gift card to the Nebraska Crossing Outlet Mal	
	328	50	5		Vera Bradley				Vera Bradley Miller Bag. The carry-on compliant M	
		60	5		Coach Sunglass				These Coach sunglasses, donated by Optical Gall	
	330	20	5		NU SHOLDIT				This adorable Husker SHOLDIT scarf is a great act	
		20	6		CU SHOLDIT				This adorable Creighton SHOLDIT scarf is a great a	
65	332	30	5	15	Fossil Grab Go2				Designed with the modern minimalist in mind, this	
	333	80	5	12	Vera Bradley	92	Girl on the go package features Vera Bradl	194	This girl on the go package donated by Skyline Ele	Fashion and Accessories
73	334	35	5	7	Scheels				\$50 gift card to Scheels donated by Momentum Fo	
	335	80	5	13	Coach Crosby				The CROSBY mini carryallin smooth leather, color	
	336	60	5		Coach Sunglass				These Coach Christina sunglasses, donated by Op	
	337	15	5		ESHS mens polo		Elkhorn South Mens Polo Size M. Donate			Fashion and Accessories
	338	10	5		ESHS lady blue		ESHS Ladies Blue T-shirt, Size S. Donate			Fashion and Accessories
	339	10	5		ESHS lady grey		Elkhorn South Ladies Grey t-shirt, size M.			Fashion and Accessories
	340	10	5	14	ESHS Mens Blue		Elkhorn South Mens T-shirt in heathered b			Fashion and Accessories
	341	10	5		EHS Mens Red		Elkhorn High Mens Red T-shirt in neathered b			Fashion and Accessories

Photos of each individual package for online bidding









ITEMS TO CONSIDER FOR YOUR EVENT:

What FREE items can you utilize to promote?

- Attend PTO meetings
- Flyers home to the schools
- Flyers to teachers
- NextDoor App
- Social Media (non-paid)
- Media Calendars (OWH, local chamber, etc)

Evaluate unique sponsorship options

Auction Items

- Ask schools for 'experience' items. These are NO cost to you!
 - Front row seats at musicals
 - Reserved parking
 - Sports camps
 - First day of school parking (teachers and parents)
 - 5th grade graduation
 - Lunch packages
- National/Regional Donations
 - Check timeframe some only give to nonprofits during certain times of the year.

Look for incentives to attend

- Raffles
- Giveaways (every 50th person to enter gets a free drink?)
- Utilize Social Media ('Share this' for a chance for a free raffle ticket)

How can you improve on next year's event?

Stacey Selk Marketing & Events Manager Elkhorn Public Schools Foundation Sselk1@epsne.org