

## SILENT AUCTION DONATION SCRIPT

**AUCTION DATE: SATURDAY, NOVEMBER 16, 2019**

**DONATIONS DUE FRI NOV 8**

### BEFORE GOING OUT TO SOLICIT:

- Make several copies of the Silent Auction Business Donation Letter
- Bring copies of HST's 2019 Season Program if you can (very helpful!)
- Prepare 2 envelopes for business cards marked "Call Backs" and "Donations"

### SCRIPT:

- May I please speak to the manager?

If the manager is not available:

- Ask for a business card & leave a copy of our *unsigned* Donation Letter for the manager to review
  - Ask for the manager's name & schedule; record on the business card
  - Put card in envelope marked "Call Backs"
  - Try to return when manager is available or call
  - When you do a Return Visit/Call Back, record on back of card: "Return Visit/Called back on \_\_\_\_\_"
- Hello, my name is \_\_\_\_\_ and I belong to a local nonprofit theater arts program, HST Cultural Arts. We present 6 different shows in the spring with a total of 13 performances and an audience capacity of almost 5000 people. Most of our students are homeschooled, but we are open to any student with flexible scheduling. This is our 25th season!
  - The students must raise all the money for our sets/props/costumes. This year we are raising funds to replace our old microphones.
  - Our Silent Auction & Variety Show is our primary fundraiser.
  - Unlike other Silent auctions – no item is too small for HST.
  - Your business will get listed in our program as a Silent Auction Donor (show a copy of last year's program - if available – and let them look through it).
  - Would you be willing to donate a gift certificate, service coupon (free massage, free oil change, etc.) or give a small item for our gift baskets?

**IF THEY DECLINE:**

- Ask for a business card (we keep track of No's so they do not get visited by another parent/student)
- Write "No" on the card and put in the "Call Backs" envelope.
- Thank them for their time!
- Record the outcome of your visit at the Sign Up Genius website.

**IF THEY ARE WILLING TO DONATE:**

- Give business a copy of the Donation Letter with the donation item & its retail value filled in and your signature. Let them know this is their receipt *(be sure to sign!)*
- Get their business card; ask if they'd like to keep the HST Season Program.
- On the card, record the name of the person authorizing the donation and day/time to pick up donation if not available immediately.
- Put card in envelope marked "Donations"
- Thank them for supporting HST!
- Record the outcome of your visit at the Sign Up Genius website
- Bring donations and business cards in an envelope marked "Auction Donations" to any HST class & put in/near wire basket marked "Silent Auction" on check in/sign out table.
- Deadline for donations is **Friday, Nov. 8** at Redland Baptist Church. Donations received after that date will be in an email auction or used as Top Ticket Seller Prizes

*Thanks for your efforts to make this year's auction a success!!*