



GUIDELINES FOR **A**UCTION

DONATIONS AND **A**PPROACHING

MERCHANTS

- ▲ Always use the Steller Request Letter when asking for donations.
- ▲ Always provide a receipt at the time the donation is received.
- ▲ Always thank them for their time even if they cannot contribute.
- ▲ Invite them to support the auction by coming to the event.
- ▲ Be aware of peak hours of businesses, especially for restaurants.
- ▲ Often times only a manager can make the decision to donate. You may want to call ahead if you are unfamiliar with the business.

Copies of both the Merchant Donation Request Letter and Donation Receipt Forms are available in the Steller office. Alternatively, you can email a request for PDF copies of the forms to steller.auction@gmail.com.

Auction Item Ideas and Examples:

Gift Cards (Dining, Movies, anything)

Jewelry

Books

Event Tickets

Automotive

Handbags & Luggage

Clothing & Accessories

(new or gently used, quality items)

Home Decor

Movies, Music, & Games

Crafts & Hobbies

Pet Supplies

Sports and Outdoors

Health and Beauty

Art

Handmade goods

Winter Accessories

Electronics (Camera, cell phone)

Lessons (Music, Yoga)

Kitchen & Dining

Travel & Excursions

Accommodations

New Shoes (Clogs, Boggs, etc.)

Computers & Accessories

Gourmet Goodies