

# Auction 101

Greetings in our great Savior's name!

Thank you for all that you do to assist us in the restoring work that God blesses us with at Gateway Woods. We are gearing up for a great 2019 Auction! Your participation will contribute toward a better future for our many residents, foster children, adopted children and their families. Involvement in the Auction is a very important responsibility for each of you. With this in mind, please take a few minutes to read the following important reminders.

## Key Contact Info

AuctionIT/ Main Office Contact	Volunteering Contact	Auction Coordinators	Item Coordinator
<i>Jon Ringger</i> 260.376.1714 <a href="mailto:jon.ringger@gatewaywoods.org">jon.ringger@gatewaywoods.org</a>	<i>Paul Suvar</i> 260.341.7803 <a href="mailto:gwauctionvolunteer@gmail.com">gwauctionvolunteer@gmail.com</a>	<i>Jeremy &amp; Kristi Reinhard</i> 574.518.4695 <a href="mailto:GWAuctionCoordinator@gmail.com">GWAuctionCoordinator@gmail.com</a>	<i>Bonny Reimschisel</i> 260.615.8876 <a href="mailto:GWItemCoordinator@gmail.com">GWItemCoordinator@gmail.com</a>

## Confidentiality Reminder

Please remember the importance of keeping **all** information regarding donations confidential. This is of the utmost importance as donors must be able to trust that their donations will be kept private. This is also important to remember regarding the Auction results. Please keep information about who donated items, as well as the results of any specific item sold, a private matter between you and the donor.

## Please announce to your church...

- **This year's Auction will be held on Saturday August 3, 2019.**
- We encourage you to announce the Auction date at least once as soon as you are able (early June) with additional reminder announcements up until Auction day. The announcements serve to both remind people of Auction day, and also to remind them to donate items if they wish.
- Gateway Woods is grateful for the generous and creative items donated for the Auction.
- Gateway Woods depends on over **400** volunteers to make the Auction a success. Please encourage those are able to contact Paul Suvar about volunteering.

**\*\*\* PLEASE POST THE ENCLOSED FLYER ON YOUR CHURCH BULLETIN BOARD  
OR SEND IT IN YOUR EMAIL ANNOUNCEMENTS \*\*\***

## Deadlines

- We would prefer to have all items physically delivered by **Tuesday, July 30th** of Auction week. Late-arriving items are difficult to put in an optimal spot, which means they usually sell for less.
- AuctionIT will not be accessible to reps after **Sunday, July 28th**. Items donated during this period must be entered at Gateway. **Please notify Bonny Reimschisel of unregistered items if they are coming late in the week so that we can plan for them.**
- We *must* have the items at Gateway Woods by **Tuesday, July 30th** to have them listed in the Auction booklet, which is also an important factor in them selling well.
- **Friday, June 15th** is the deadline to have an item pictured in the summer *Gate Post* Auction flyer. We will continue to advertise items on our website and Facebook page after this deadline.

## Notes/Reminders

- We encourage you to use the AuctionIT ([gatewaywoods.auctionit.io](http://gatewaywoods.auctionit.io)) website to enter all your Auction item information and to generate item tags. Please contact Bro. Jon Ringger if you have any questions regarding AuctionIT or have any questions about the website or your username/password. Since this is a new system we are still developing a full “how-to” manual. See attached “AuctionIT 101” for basic information. All of these documents can also be found on the [reps page on our website](#).
  - Entering items through AuctionIT will benefit you as well by allowing for you to see how successfully items from your church sold on Auction day. These reports are available on AuctionIT for you to view soon after Auction day.
- **Pre-Priced** items only need to be entered into the AuctionIT software if the person donating the items wants a receipt. These items can be “lumped” together with one total fair market value assigned and do not need to be individually entered. Please note **this is only for Pre-Priced items**. All other items must be entered individually.

## How your congregation can get involved

- Attend! What a wonderful weekend of meeting and greeting so many! We have activities for all ages including children.
- Many volunteer jobs are still available. We would appreciate your assistance in filling these positions to avoid lots of last-minute calling. Please call Paul Suvar to reserve your preferred time slot and positions.
- Pre-Auction collection - Send the proceeds to Gateway Woods to buy items. Please send donations in by July 18<sup>th</sup> in order to make best use of the funds.
- Buy items for the Auction - Encourage your local church people to keep their eyes open for clever or unique items of a moderate value and have them send the items to the Auction.
- Pray! Pray! Pray! For good weather and great attendance on Auction day!

## Donated Items

- Please be sure that all items are **new, or handmade**.
- Go digital! Items such as Apple watches, iPods, iPads and other electronic devices have sold extremely well recently.
- Please **send pictures** of any specialty, unique, or high-value items to be donated to help us with advertising. Pictures can be emailed to Jon Ringger. If you are unable to send pictures please at least send a description of the item.
  - **Friday, June 14th** is the deadline to have an item pictured in the summer *Gate Post* Auction flyer. This is very important to advertise special items or that may need purchase consideration from a potential buyer. We will continue to advertise items on our website and Facebook page after this deadline so even if you miss the deadline please send the info in anyways!
- Be sure that all items you transport are properly labeled with an **Item Tag**. **Our preference is for you to print the tags using the AuctionIT Website**. If you are unable to use the website, please make copies of the enclosed tags.
- Please discourage collectibles, as they have not been selling well over the past few years. Remember, antiques are classified as at least 25 years old AND must be unique or have value.
- Please notify the item coordinator when you will be delivering your church’s items. The earlier in the week the better it is for us to get them organized. Receiving items late afternoon or evening on Thursday, August 1st is difficult for the item coordinators and could result in the item selling for less.

## Hotels

In order to assist with those coming in from out of town, we have worked out special rates with some local hotels. The following deals have been secured. All hotels are located at Exit 316 off of I-69. Reserved rooms are reserved under "Gateway Woods" for Friday, August 2 - Saturday, August 3, 2019.

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|-------------------------|--------------|---|
| 1. Comfort Suites North | 260-480-7030 | Double queen w/ pullout for \$119 + tax<br>Must reserve by July 2, 2019 |
| 2. Hampton Inn          | 260.483.3999 | Double Queen Standard for \$119 + tax<br>Must reserve by July 2, 2019   |

Your Auction Committee,

Sis. Cyndee Fiechter  
Bro. Jeremy & Sis. Kristi Reinhard  
Bro. Brent Stoller  
Bro. Joe Beer  
Bro. Troy & Sis. Bonny Reimschisel  
Bro. Jon Ringger  
Bro. Chad Kaeb  
Sis. Nichole Suvar  
Bro. Paul Suvar