



While attending your first auction event is very exciting, it can also seem a bit daunting. We hope the following information will answer your questions and help you enjoy the experience – all while raising critical funds for our PTA programs!

DATES TO REMEMBER:

JANUARY 13TH – INVITATIONS SENT HOME WITH OLDEST CHILD

JANUARY 31ST – DONATION DEADLINE

FEBRUARY 15TH – EARLY RSVP DATE FOR EARLY BIRD TICKET PRICE

MARCH 7TH – CLASSROOM PROJECTS PREVIEW NIGHT

MARCH 14TH – ALL RSVPS DUE

MARCH 10TH – AUCTION CATALOGS ARRIVE HOME WITH OLDEST CHILD TO REGISTERED GUESTS

MARCH 18TH – LIVE AT THE PEPPERMINT LOUNGE AUCTION!

FREQUENTLY ASKED QUESTIONS (FAQs)

HOW CAN I SUPPORT THE *LIVE AT THE PEPPERMINT LOUNGE* FUNDRAISER? Attend the event on March 18th! [RSVP here](#). For help with planning or set up the day of, please email [Megan Yount](#). The event promises to be a fabulous evening, and is a great opportunity to meet new people and catch up with old friends, all while supporting our kids and school.

WHAT IF I CANNOT ATTEND? ARE THERE OTHER WAYS TO HELP? YES! If you cannot attend and would like to make a monetary donation, please [click here](#). If you would like to volunteer on the day of the event please contact [Megan Yount](#).

WHAT ARE THE DETAILS ON THE RAFFLE? Win your *LIVE AT THE PEPPERMINT LOUNGE* Golden Ticket! Raffle tickets will be sold the night of the auction only (\$25 per ticket or 5 tickets for \$100) with three chances to win! Three Golden Tickets will be awarded, one at each of the following values: \$250, \$500, \$750. Winners will be announced at the beginning of the live auction. You must be present to win. The prize amount will be applied as a cash credit toward auction purchases.

WHAT DO THE AUCTION PROCEEDS FUND? Whether you support the fundraiser by donating items, buying raffle tickets, or attending and purchasing items at the live auction, you will be helping to fund Sunset PTA's many programs and activities for the next two years. Some of the programs funded by your PTA include: Science-To-Go, Eager Reader, School & Teacher Grants, Science Fair, DARE, Library Books & Resources Reflections, Author Visits, Art Enrichment, Reading Assistance Program, School Assemblies, Book Fairs, Scholarship Aid, Student Council, Crossing Guard Program, Emergency Preparation, RAZ Kids Subscription, Parent Education. Please see [Your PTA Dollars at Work](#) for more details.

WHAT VOLUNTEER OPPORTUNITIES ARE THERE? We still need a lot of help to ensure *LIVE AT THE PEPPERMINT LOUNGE* is a success! Help with set up the day of, help during the auction, or with wrap up activities. Please contact [Megan Yount](#) for more details on how you can get involved.

DONATING

The procurement deadline has passed! We are thrilled with the donations we have received! Thank you!! A preview of catalog items will be available on our *LIVE AT THE PEPPERMINT LOUNGE* [website](#) soon!

WHAT IF STILL HAVE AN ITEM OR EXPERIENCE TO DONATE?

Please contact our Procurement leads [Lisa Dagg](#) (family procurement) or [Heather Bissmeyer](#) (business procurement) with your ideas or questions. You may continue to submit donations [online](#). Thank you for your generous support!

PREPARING FOR THE EVENT

WHEN AND WHERE WILL LIVE AT THE PEPPERMINT LOUNGE BE HELD? *LIVE AT THE PEPPERMINT LOUNGE* will take place **Saturday, March 18th, 2017 at the Bellevue Marriott**. The doors will open and the silent auction will begin at 5:30 p.m., followed by a sit-down dinner, the live auction, raffle, and an exciting after party featuring a cocktail lounge, live music and dancing with [The Tasty Waves](#)! We expect to be partying late into the night, so plan accordingly! After party will wrap up by 1 am.

HOW DO I GET TICKETS? A formal invitation will be sent home with your oldest child on January 13th, an RSVP card was enclosed with ticket price and payment information. We also are offering an [online](#) option to purchase tickets this year. Please note that we can only accept credit card payments online. Mailed RSVPs must be submitted with a check payable to Sunset Elementary PTA.

WILL I GET AN ACTUAL TICKET? No, your name(s) will be held at the door for check-in.

HOW DO I GET MY CATALOG? If you are registered for the event, your auction catalog will be distributed home via your oldest child on Friday, March 11th. Be sure to look for them and get your items highlighted for bidding!

HOW DO I MAKE PURCHASES? At check-in, you will be given a bid number in exchange for your payment information. Throughout the evening, you will use your bid number to purchase any raffle and auction items. At the end of the evening, volunteers will check you out and hand over any tangible items you purchased that evening.

CAN I USE ANY CREDIT CARD TO PAY FOR MY PURCHASES? We can accept Visa, MasterCard and American Express. If you choose to register online, you may elect to store your credit card information at that time for use on the night of the auction. You will also have a chance to do this at registration.

WHAT SHOULD I WEAR? The answer is simple. It's a party, it's in the evening and it's going to be fun! Cocktail attire is appropriate. *LIVE AT THE PEPPERMINT LOUNGE* evokes 60's Manhattan nightlife, some may choose to dress accordingly! Just make sure you're comfortable and ready to bid in support of the kids!

WHAT IF I WANT TO SPEND THE NIGHT AT THE BELLEVUE MARRIOTT? There is a block of rooms are available at a reduced rate of \$139 per night plus tax. To book online please use this link for the [Bellevue Marriott](#) to reserve by 2/20/17 in order to qualify for the reduced rate. Limited rooms available at this rate so book early to guarantee your spot!

WHERE SHOULD I PARK? Parking information will be posted once available. We highly recommend taking Lyft or Uber (or staying the night!), as parking is limited at our location.

STILL HAVE QUESTIONS? Please direct any questions or comments to Kari Mattson or Becca Bishop at sunsetauction2017@outlook.com. We look forward to hearing from you!

