



## Room Parents: Rules of the Road for Bidding on Class Art Projects

Class art projects can be bid on by individual parents to win the piece, OR by the classroom community together, with prior arrangement as to who will own the piece. Often, winning bidders give the project as a gift to the teacher, or to the school for beautification of the grounds. With prior agreement, it can also be given to the parent who coordinated its creation. Before the auction, the parent coordinating the bidding for the classroom art project should find out if there is interest from individual parents to own the piece.

Last year, the average priced raised on classroom art pieces was \$2,350, but the historical range has been \$800 to \$6,000 raised!

If the class wants to contribute jointly (which is usually the case), a parent (often the room parents, but usually not the person who led the art piece creation) needs to be assigned the role of "bid coordinator" for the class, and must plan to attend the auction.

**PRIOR TO THE AUCTION**, the bid coordinator should:

1. Solicit bid amounts from parents--including ALL those that may not be able to attend the party. Do NOT collect actual payments prior to the auction. Invoices will be sent out to each contributing parent for their final bid total (including pre-bids and any additional bids made at auction) in the days following the auction. Invoices will also be sent to any contributing parents who did not attend auction.
2. Please fill out the [Class Art Project Bid Form](#) (see below) with the parents' names, email addresses & bid contribution amounts.

**DURING THE SILENT AUCTION**, each class art piece will START at the PRE-bid price. Every class will be encouraged to further increase their bids. The bid coordinator for each classroom art project should:

1. Gather parents from the class (as many as can be mustered up) and give them a pep talk.
2. Verify if any parents want to up their pre-committed amounts. Parents can bid additional funds at auction by writing in their bid name and additional monies they wish to contribute, directly on the silent auction bid form, next to the art piece.
3. Engage in a friendly bidding war with the other classes for the "**Top Class**" prize (see details below)
4. Make note of any additional bids occurring at auction on the original class art project bid form (list bidder name and amounts).
5. Turn in the updated bid form to the Auction Co-Chairs at the end of the evening.

**TOP CLASS PRIZE:** The classroom that raises the **HIGHEST final sale price** for its art piece will **WIN a pizza and ice cream party** for their entire class. Date & Time will be worked out later with the teacher.

**THE DAY AFTER THE AUCTION**, the bid coordinator for the classroom art project should:

1. Email the completed form to the Auction Co-Chairs ([auktion@alvaradoschool.net](mailto:auktion@alvaradoschool.net)) by 9am, if the form wasn't turned already in the night before. The auction team will process bid results on Sunday and will need the completed information for a smooth invoicing process.
2. Inform the auction co-chairs about any other relevant changes, since invoices will be emailed that day.

In order to help your Auction Co-Chairs not lose their minds after auction, PLEASE FOLLOW THESE GUIDELINES. Please DO NOT submit checks to the Auction Co-Chairs prior to the auction. They are insanely busy in the weeks leading up to the auction, and the class art project invoicing and payments will all be handled after the event. If you want to continue soliciting bid contributions after the auction, that's great! Thank you in advance for helping us run the auction as smoothly and successfully as possible!