

GENERAL INFORMATION

What is the Planting Oaks Gala?

This annual event and auction is our school's biggest fundraiser of the year. It's a fabulous party for CCS parents and their friends to celebrate the school, have dinner, and shop for fantastic goods and services! Parents are what make this event a success. The gala brings together parents from every grade, teachers, local businesses and community members. This builds a wonderful sense of community and lets people get to know each other while working toward a common goal – an incredible school for our kids!

When is the gala?

Friday, March 17th - Registration begins at 5:00 pm and the event will last until approximately 9:00 pm

What is the general schedule for the night?

5:00 pm	Registration begins and Silent Auction opens
5:30 pm	Appetizers
6:00 pm	Opening remarks & Dinner
7:15 pm	Silent auction & raffle end
7:30 pm	Live auction & paddle raise
8:30 pm	Checkout

What do people usually wear?

There is no required dress code. Business casual, festive attire, or casual jeans are perfect. So in short, our answer is dress in what you're comfortable in. Dress for a party! Dress for a fun night with friends! Just be sure to be there!!

Can I bring my children to the gala?

The gala is intended to be an adult event. There is an event the especially for the children available onsite for \$5. They will be provided with dinner and fun activities for them to enjoy with their friends. In addition, they are welcome to stay with you during registration and appetizers to browse the auction and raffle items. There will also be a photo booth for all to enjoy! Many of our Middle School students are volunteering during the gala.

TICKETS + SEATING:

How much are tickets?

Tickets can be purchased for \$25/ticket and include a catered dinner. Watch the Friday Flash for special early bird incentives!

Is seating reserved?

It will be open seating to give everyone the opportunity to meet new people and socialize with old friends! If you purchase a table of 10, a table will be reserved for your party. Reserving a table is a great way to have fun with friends and family and get people outside of our school community on campus to support CCS. A table seats 10 people. When you purchase/reserve a table, you are responsible for inviting family, friends, church members, or fellow parents to sit with you.

Can I purchase tickets the day of the event?

Yes, but it is strongly encouraged that you purchase your tickets ahead of time to ensure we will have enough seating for everyone attending the gala.

AUCTION

Will the catalog be available before the event?

Yes, we will be sending out a link to the catalog the week of the auction. There will be many terrific items still available at the silent and live auction event in all categories including those specific to our local area, such as teacher experiences, cool merchandise, signed memorabilia, and so much more! In addition there will be a raffle for themed baskets.

Will there be a chance to see some of the items before the auction?

We will be highlighting some of our items on our CCS Facebook page. Make sure you like the Calvary Christian School page so you don't miss out.

How does the auction work?

- You will receive a link to the auction catalog one week prior to the event. Preview the silent and live auction items in the catalog and make a list of your favorites.
- We encourage you to pre-register online prior to arriving at the gala. You will receive a personal bid number at check-in. Your bid number will be used for both the silent and live auctions.

- If you agreed to hold your credit card information online when you purchased your tickets, your credit card information is already securely on file.
- You can then pick up your bid number at registration on the night of the event. If you have not pre-registered (or need to make changes to your credit card information), you will need to offer your credit card to receive your bid number at registration. If you do not purchase anything, your credit card will not be charged. **YOUR CREDIT CARD INFORMATION WILL BE COMPLETELY REMOVED FROM THE SYSTEM ONCE THE EVENT IS CLOSED OUT.**
- Visit all of the silent auction tables and bid on the items you're interested in. Enjoy appetizers and dinner as you bid and visit with friends.
- The Live Auction will begin at 7:30 pm once the silent auction and raffle are closed.

How do I bid in the Silent Auction?

Each item in the silent auction has a bid sheet that indicates the value of the item and the minimum bid. Write your bid number and your bid. Check back frequently to see if anyone has out-bid you. When that category closes, the item goes to the bid number with the highest bid.

What is the Live Auction and how do I bid?

The live auction is hosted by an auctioneer who introduces each item before opening the bidding. You can bid on an item by raising your bid paddle and being acknowledged by the auctioneer. This is always a lively event!

What if I want to bid but can't attend the event?

- If you cannot attend the auction in person, you may use an absentee bidder form to participate
- You're welcome to have a friend bid for you. But, we need to make sure:
 - you have your own bidder number
 - we know who is authorized to make purchases on your behalf
 - your credit card is registered prior to the gala
 - you have made arrangements with us in advance

How do I pay for the items I win at the Auction?

Visa, MasterCard, cash or check will be accepted for payment on the night of the auction, although you will need a Visa or MasterCard to check in. Please note that CCS loses a certain percentage of each credit card transaction. In order to maximize the money we raise we appreciate your payment by cash or check!

HOW CAN YOU HELP?

How can I get involved?

The auction would not happen without varied contributions from many people:

- Volunteer your time and talents for the event. We are looking for volunteers to help with a variety of tasks throughout the event planning and day of the gala itself. Contact Nicole Maiocco (nmaiocco@ccschool.org) or Anna Macalino (amacalino@gmail.com) to see how you can help.
- Donate an item, service, talent, or special experience to be auctioned. We need hundreds of things to auction, so all donations are greatly appreciated.
- Cash donations are always welcome! We use cash donations to pay for teachers' tickets to the auction or to underwrite exciting items, including Live auction packages, so they generate even more money for the auction.
- Advertise your business in the program.
- Purchase a catalog "shout-out" – You can send a special message to your child, honor a teacher or coach.
- Send the website link to family and friends and ask if they would consider making a donation or participating in auction bidding.
- Attend the event on March 17th!
- Bid generously when bidding on any auction item. Remember, the money raised at the auction goes directly to the school – this is not the time to get a bargain!

How do I donate an item to the auction?

- Fill in and submit the electronic form. Or, you can pick up a paper form in the school office.
- Be sure to provide a good description of your item. If the item is something to be picked up or supplied after the auction, photos or brochures are very useful for the auction display table.
- Arrange with Anna Macalino to deliver the item or have it picked up before the auction.

What are some ideas for donations?

- Getaways: a week or long weekend at your vacation home; hotel or inn; train or airline tickets; airline points

- Food and Wine: fine wines; specialty gift baskets; restaurant certificates; cookbooks; group dinners, parties and desserts.
- Entertainment: theater tickets; concert or circus tickets
- For the Kids: sets of books; scooters; theme baskets; Lego's; electronic toys; computer software; games and lessons.
- Sports: golf at your club; Angels, Dodgers, Rams, Chargers, Lakers, Clippers, Kings, Ducks, Galaxy, Bruins, Trojans – any sports tickets; lessons; new sport equipment and memorabilia
- Other ideas: credit card bonus points, lunches with celebrities (political or otherwise), behind the scenes tours of interesting places, or walk-on appearances on TV shows

Are donations tax-deductible?

Yes. You will receive a letter acknowledging your contribution. Please refer to your tax advisor for details and any restrictions.

Thank you for helping to make the 2017 Planting Oaks gala a success!