

Parkrose Educational Foundation Auction Planning Committee 2009
November 3, 2008
Parkrose HS Library

Attendees: John DiPasquale; Dawn Evans; Kris Brown; Ruby & Paul Falbo; Barb Casey; Karen Gray

Theme - Sky's the Limit; Shoot for the Stars; New Horizons

- Sky's the Limit was decided
 - Rocket ships
 - Balloons
 - Airplanes
 - Clouds

Food - Chicken, Beef, Veggie – choices made and Allison to set appointment

Ticket Price - \$45 non dist staff; \$35 Dist staff

Committees –

- External Marketing and Ticket Sales
 - Special Invite to previous attendees, alums and businesses – same letter with small changes.
 - Advertise the auction at the Homecoming Game – fliers at Basketball
 - Attending school events – Elesia volunteered to find the events and take cheerleaders to advertise
 - Banner updating – put up in January 2009 two sets with fresh look
 - Request two informational articles – Karen to discuss with Tim - one on planning January, then pay for ad March, then one just before the auction April.
 - Barb Casey – flier to schools and at events by Thursday, November 6
 - John DiPasquale – postcard for save the date out by end of November (Alumni DB 1988, previous attendees)
 - Facebook – event posting – Barb will post in November
- Internal Marketing and Ticket Sales
 - Fliers to schools
 - Reader Board postings
 - Email alerts
- Sponsorship Opportunities
- Donation Procurement
 - Procurement at the schools
 - Procurement from business - writing letters to businesses – Allison & John
 - Follow up phone calls once letter sent – Allison to put together list and phone numbers – will be split up
- Site Coordination - Create check list – Allison, John
 - John will call DJ and secure the date
 - Center Pieces – Kris Brown and Karen Gray
 - Travel Posters if you can find them
 - Food Tasting – Allison
 - Anna Song will be our MC – 7 p.m.
 - Will donate the Newsroom Tour

- Program and PowerPoint – creation and coordination
- Data tracking and computer set up
 - Allison to get together with Chris to begin data input planning
- Live and Silent Auction item consolidation and formation –
- Thank you letters and gifts – Dawn

Planning Calendar

- Next meeting and regular meeting dates - December 1, January 12, February 9, March 9 at 7 p.m., PHS
- Draft of Marketing and Planning Calendar

Other – Next Meeting

- Raffle
- Wall of wine
- Appeal Bid

Donations

- Ruby Falbo – jewelry
- Ana Song – Newsroom tour
- Karen Gray & Mary Larson – day of golf and lunch
-