

Save
THE Date

March 18th, 2017



10th Annual
CATHEDRAL SPRING AUCTION

PARENT INFORMATION PACKET

Every family is expected to support the *10th Annual Cathedral Spring Auction*. This event helps keep tuition lower than any other Catholic school in the city.

Please visit www.cathedrauction.com for more information.

February 6, 2017

Dear Cathedral Parents,

Plans for the *10th Annual Cathedral Spring Auction* are underway! Our plan is to make this year's auction bigger and better than ever! We hope you will plan on joining us for a spectacular evening on **March 18th, 2017** at the Crowne Plaza. For families that are new to Cathedral, this is the parish and school's signature event *and* largest fundraiser. An amazing evening, our auction is an event you don't want to miss! Come enjoy an evening of silent and live auctions, raffles, dinner, dessert and an open bar. We hope you mark your calendars, grab a few friends and join us for this ever so important event! All information pertaining to the Auction can be found in one place...**www.CathedralAuction.com**, be sure to log on and check it out! Information will change monthly and this is where you purchase your reservations for the event.

To be successful, we need each and every family to help by being a Basket Sponsor.

This year, we are asking each family to become a **Basket Sponsor**. We have worked very hard to eliminate the amount of fundraising that we do throughout the year. With that being said, we are asking you to commit to being a **Basket Sponsor**. Enclosed is a *Basket Sponsorship Form*, use this to make your cash donation anytime between now and the end of February. You may also consider asking other family members or friends to donate on your behalf. **Becoming a Basket Sponsor is the BEST way you can support our Auction.** Remember, your donation is tax deductible!

We are also asking every family to purchase Raffle Tickets. Tickets will be sent home the beginning of March, watch your child's book bag.

Families are also asked to support each child's classroom basket. Teachers are now collecting \$5 from each child and from there; the class will decide on a theme and create a fabulous basket that will be added to the Silent Auction.

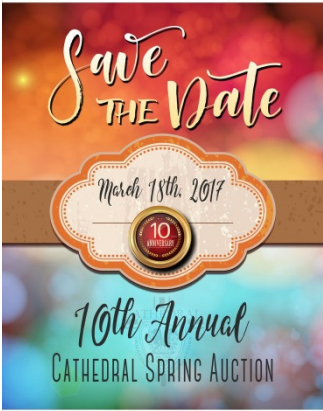
Would you consider asking your employer to become an **Auction Underwriter**? We provide levels of sponsorship to underwrite portions of the event (such as office supplies, decorations and printing costs) allowing more of the proceeds to benefit the Cathedral. See the Auction Underwriter form found in this packet or on the Auction website.

Your support is needed for the success of the *10th Annual Cathedral Spring Auction*. Additional information regarding the Auction can be found at www.CathedralAuction.com or contact Casey Wichmann at cathedralauction815@gmail.com or by calling 217-725-7444.

Thank you and God Bless,

Casey Wichmann

Business & Development Manager



Basket Sponsorship Form
The 10th Annual Cathedral Spring Auction

For a monetary donation now, your donation will be used to put together a basket to be bid on at the Annual Auction. No need to run to the store to purchase something or no need to solicit a business; donate now and we do the work for you! You will be recognized for your donation the night of the event as a Basket Sponsor.

If you would like to be a Basket Sponsor, fill out and return the form below with cash or a check made payable to Cathedral, and drop it by the parish office. You are also welcome to mail your donation to the address below or drop it in the weekly offering basket.

More than 50% of the proceeds from this event come from Basket Sponsors; won't you consider giving to the Cathedral and its School? If you are unable to attend, this is the best way to give to the Auction and the Parish.

Questions?

Please email Casey Wichmann at cathedralauction815@gmail.com or call 217-522-3342.

Donor Information

Would you like to be recognized for your donation? YES NO

Name _____

(This is how your name will appear for recognition)

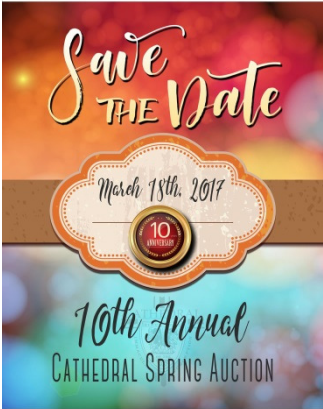
Address _____ City _____ Zip _____

Please select a level below:

\$25 \$50 \$75 \$100 Other Amount \$ _____

Your Donation is Tax Deductible. Please retain a copy of this form as your receipt.
Tax ID# 37-0661138, Cathedral, 524 East Lawrence Ave., Springfield, IL 62703.

Please return the bottom portion of this form, along with your donation to Cathedral, 524 East Lawrence Ave, Springfield, IL 62703. Attention: Casey Wichmann



Auction Underwriter Form
The 10th Annual Cathedral Spring Auction

The Auction committee is in need of Auction Underwriters to help with the costs associated with an event of this caliber. These very important donors help offset the cost of office supplies, printing, decorations, food & beverage and so much more. By becoming an Auction Underwriter, you help ensure that every penny raised the night of the event, goes directly back to the Cathedral!

There are several levels of giving available below; won't you please consider donating?

Donor Information

Would you like to be recognized for your donation? YES NO

Name _____
(This is how your name will appear for recognition)

Address _____ City _____ Zip _____

Please select a level below:

\$250 \$500 \$750 Other Amount \$ _____

Your Donation is Tax Deductible. Please retain a copy of this form as your receipt.
Tax ID# 37-0661138, Cathedral, 524 East Lawrence Ave., Springfield, IL 62703.

Please return this form, along with your donation to Cathedral, 524 East Lawrence Ave, Springfield, IL 62703. Attention: Casey Wichmann

Thank you for your generosity!



Reservation Form
The 10th Annual Cathedral Spring Auction

Reservation Information

- Yes, I (we) will attend. Enclosed is \$_____.
- # of attendees (Please list attendees below.)
- I (we) cannot attend but would like to contribute \$_____.
- Yes, I (we) will attend, but we would like to be a table sponsor.
Enclosed is \$_____. (Select level below)
 - Gold \$600 – 10 tickets; ad & table recognition
 - Silver \$400 – 6 tickets; ad & table recognition
 - Bronze \$300 – 4 tickets; ad & table recognition

Attendees: _____

We are sponsoring a table, please have our sponsorship sign on our table read:
This table sponsored by: _____

Reservations will not be made or held without payment. We ask that all reservations be received no later than noon on March 13, 2017. Last year we sold out, and we plan to sell out again this year.

*Please return this form with payment to Cathedral, 524 East Lawrence Ave., Springfield, IL 62703.
Attention: Casey Wichmann. Please make all checks payable to **Cathedral**.*

Free Tickets

If you fill a table of 10 with 8 guests not affiliated with the Cathedral or its School, you and guest will receive two FREE tickets to the Auction on the March 18th, 2017.



Auction FAQ's

The 10th Annual Cathedral Spring Auction

- **What is the Auction?** *The Annual Auction is the largest fundraiser organized to benefit the Cathedral and its School. The event consists of an open bar, sit down dinner, silent and live auctions, raffles and more!*
- **When and where is the Auction?** *The event will be held on March 18th, 2017 at the Crowne Plaza in Springfield.*
- **Who can come to the Auction?** *Anyone over the age of 21.*
- **How much are Reservations to the Auction?** *Reservations are \$55/person and include dinner and two hours of open bar. (You will not receive physical tickets for the event; your reservation serves as your ticket).*
- **When can I make and pay for Reservations?** *We are now accepting reservations. Use the reservation form above, or log on to www.cathedralauction.com to purchase reservations online. Last year, we sold out; be sure to make yours as soon as possible!*
- **What kinds of donations are needed?** *We will happily accept any new or unused item or you may create your own themed basket. We are also looking for sporting event tickets, gift cards, personal services (lawn care, snow removal, etc...) and vacation rentals.*
- **Who coordinates and organizes the Auction?** *Casey Wichmann, in her 10th year as Auction Chair, works with members of the Annual Auction Committee, parishioners and parents at the school, to coordinate and organize the Annual Auction.*
- **Can I solicit a business I frequent?** *ABSOLUTELY! Most of the time, if a regular customer asks for support, they get it! Please consider asking your dentist, hair dresser, dry cleaners or any other establishment that you do business with on a daily basis. Donation Forms can be found on the Auction website.*
- **As a family at Cathedral School, what is asked of me?** *All families are asked to become a Basket Sponsor, purchase raffle tickets and support their child's classroom basket. Anything more you can do is greatly appreciated!!!*
- **Are donations tax deductible?** *Yes! Everything you donate is tax deductible; to full extent allowed by law. If you become a Basket Sponsor, save your sponsorship form as it will serve as your tax receipt. If you donate an item or service, complete a Donation Form (these can be found on the Auction website), this will serve as your tax receipt.*
- **Where can I find additional information about the auction, and more donation or sponsorship forms?** *Log on to www.CathedralAuction.com or email Casey Wichmann at cathedralauction815@gmail.com or call her at 217-725-7444.*