



Oak Hill Montessori  
proudly presents

CIRQUE DU CHAPEAU

2012 Spring Auction

March 24

*the sky's the limit*

# Auction Business Solicitations Guide

***Donations due by March 9<sup>th</sup>.***

## ***Why should I solicit a business to donate to the Auction?***

Donations are critical to the success of any auction. At Oak Hill, we rely on a combination of business and family donations to meet our fundraising goals.

## ***How do I know if a business has already been contacted for a donation?***

That's a great question! Our Donations Team has been contacting businesses for the past several months. We use a software system that tracks these contacts. If you'd like information on a business, please contact [Michele Hagen](#), the onsite Auction Coordinator.

## ***How can a business support the Oak Hill Auction?***

There are several ways a business can support our Auction.

1. Donate an item or service.
2. Become a Sponsor
3. Give a cash donation.

## ***How do I facilitate a Business Donation?***

1. Find out if the business has already been contacted by a Donations Team member.
2. Pick up a Business Donations brochure from the Auction table in the front entryway.
3. Contact the business of your choice.
4. Let the Donations Team know about your contact (Business name, contact name, address, phone).
5. Follow up with the business. Or, you may ask the Donations Team to do this. Complete donation information is listed in the Business Donations brochure.
6. All donations brought to school need to include a completed Business Donations brochure. This information is used to describe and price the donation and to thank the donor after the auction. Look for the Auction Donation box in the front hall or bring your donation directly to the Loft. Any questions about delivering a donation, please contact [Michele Hagen](#), onsite Auction Coordinator.

## ***How do I facilitate a Sponsorship?***

Please contact [Michele Hagen](#) if you have a business interested in a Sponsorship.

## ***How do I facilitate a cash donation?***

Cash donations are treated like any other donation. The donor would use the Business Brochure to submit the donation (checks to Oak Hill Montessori).

**Family & Business Donations Due – March 9<sup>th</sup>  
RSVP's Due – March 9<sup>th</sup>  
Gala Event - Saturday, March 24<sup>th</sup>, 5:30 p.m.**