Bid for the Cure Emmery Morris Silent Auction

Don’t be afraid to start! Last year’s Silent Auction was my second fundraiser ever, and I didn’t start planning until the end of September. The Auction was on December 1, so I only gave myself 2 months, and we ended up raising almost $20,000 for KIF1A.org! You can do it! And this year, I’ve had more time to plan. And it’s been so much easier because I’ve already done this once! And also, many of the companies that donated and sponsored last year now know me, and have already committed to donating again!

First things to do:
-Open separate checking account
-Sign up for Square Account (to send invoices and swipe cards at the event)
-New venmo account
-New paypal account
-Create website via square space
-create new gmail account
-come up with a “slogan” to name all of these accounts when you open them. Ours is “Cure for Emmery”.

Second set of things to do:
Choose a location. I visited 3 different places to have our event. Most places will give you a nonprofit discount. I ended up going with the place that could hold the most people. It was a central location. It also included all of the AV equipment, tables and chairs, and they set up all tables/chairs and AV equipment and broke everything down at the end of the night. They also let us bring in outside catering. They also had 2 workers that stayed all night to help with anything that I needed. We had to use their bartenders and alcohol because of liquor laws, so we didn’t make any profit from alcohol sales. We decided to have our event on a Thursday evening from 5:30-9:30. Having it on a Thursday saved money vs having it on a friday or saturday. The place that we rented also had the option to rent a separate room that was adjoining the large room, which is where I set up all of the silent auction items and the buffet tables. We ended up having 95 items donated to be auctioned off. Everything sold except 1 thing!
-Hire a graphic designer (or convince your friend/family member to do it) to create a tournament flyer and a sponsor flyer. My friend did all the graphic design stuff that I needed for free, but she typed up everything she did on an invoice and KIF1A.org sent her a tax write off receipt for the amount that she would have charged someone to do everything that she did. It was a win for everyone :) I’ve attached mine.
-Type up an “Appeal Letter” that you will email to potential sponsors along with the 2 Flyers. I’ve attached mine.

Third Set of things to do:
-Find Sponsors! Email any company that you possibly can. In your email, send your appeal letter in the body of the email and attach both flyers. Post on social media, ask friends and family to help you spread the word, and don’t be afraid to go to businesses in person to drop off flyers! I had quite a few companies say that they prefer this just so that they can meet people
face to face. Oftentimes, you can find email addresses on websites, or even call the company and ask for the email address or phone number of the marketing director.

I had the most success finding sponsors and getting businesses to donate items by either finding email addresses (whether I found it on their website or got it from a friend) or by messaging people on Instagram. In the body of the email, I would copy and paste my appeal letter and I would attach the flyers to the email. For Instagram messages, I kept it short and sweet, saying something like “Hi! My husband and I live in Madison with our 3 year old twins and 9 month old, I am hosting a Silent Auction on December 1 at Stovehouse to raise money for the nonprofit that is researching a cure for out daughter’s neurodegenerative disease. Would you be interested in donating something to be auctioned off or sponsoring the event? We are open to all donations. Thank you for your time!” As far as sponsors, I recommend reaching out to businesses as soon as possible. I didn’t start reaching out to them until September, and many people had already spent their allotted charity budget. I will begin reaching out to people in January of this year, even though our event won’t be until the end of November 2023.

-Of course after people agree to donate something, you then have to arrange a time to pick it up. Make sure you get all the details from them: expiration date if its a gift certificate, use by date if it’s a voucher for a stay at a hotel or condo, etc. Also, make sure to get an!email address for a tax write off receipt.

**Specfics of our Event:**
We sold tables of 8 people for $400. This included dinner, that tables entry to trivia, and a bid number for each person. We ended up selling 29 tables. I also gave people the option to buy individual entry tickets for $50, although next year I will make individual entry tickets $60 to incentivize buying a table.

**These are the things that my graphic designer did for me:**
- Silent Auction flyer
- Sponsorship Flyer
- Table numbers for each table
- Trivia Answer Sheets (each table got 5 of these for each of the 5 rounds of trivia)
- Bid Booklets for each person
- Bid sheets for each item (95 of them)
- Name cards for each person that had their bid number on there
- Entry poster that had sponsor logos on there

**Changes I will make for this year:**
I am going to use a webpage/app that has all bid items listed on there, so people will be bidding on the app instead of on physical bid sheets. That is how most silent auctions work these days. That way, at the end of the night, instead of having to physically go through each bid sheet and add it into my spreadsheet which bidder won that item, and then physically swipe people’s credit card, the app will do all of that for me. It also automatically cuts off bidding at the time that you want. This year we had to go around and grab all of the bid sheets at 9:00 on the dot, and we
had a couple of people that got upset that people were still going around trying to write down last minute bids after we started collecting the bid sheets. Also, at the end of the night, I didn’t have enough volunteers to help people collect their winnings because we were all swiping cards and figuring out who won which prizes. So 2 people accidentally grabbed the wrong prize, and I had to get it straightened out the next day. Next year, all we will have to do at the end of the night is help people collect their winnings, so that I won’t have that issue. It does cost money to use the app/website, which is why I didn’t use it this first year, but since we had such a successful turnout, I will definitely pay the extra money to use it next year.

How to Collect Sponsorship Money:
Make sure all sponsorship checks are written to KIF1A.org so that they can get a tax write off receipt. They do not get a tax receipt if the check is written to you, even though that money is still going to KIF1A.org. Make sure it is clear that all proceeds are going to KIF1A.org. People who donate gift cards or items can still get tax receipts as an “in kind” donation.

After I had collected a few checks for KIF1A.org, I would email Cassie at accounting@kif1a.org and she would email me a FedEx label to send them to her. I unfortunately had a couple of checks get lost in the mail, which was a huge pain. At the end of the event, I also wrote a check to KIF1A.org with whatever money was left in my checking account and sent it via FedEx to Cassie (she’s wonderful by the way.) I also kept up with all donors on a separate spreadsheet for Cassie to email them their receipts once the event was done.

The week before:
I emailed the attendees to remind them of the event. I also told them what their table number was in that email. Since I collected entrance fees ahead of time, I let everyone know in the email that they didn't need to sign in, but that we were selling 50/50 raffle tickets. Winner takes home half of the pot. Our winner used the money she won to buy her prizes, and she donated the rest back to us. I think next year I will have a large prize that the raffle winner wins such as a nice cooler full of lots of different kinds of alcohol that I can hopefully get donated. That way the person doesn’t feel like they have to donate their winnings back to us.

Day of the Auction:
I loaded all the donations in mine and my parents’ cars. I had already numbered all donations to match according to their bid sheet number. I picked up tablecloths, and I began setting up at 2pm. We put all the tablecloths on the tables. I had a friend that had purchased loose flowers and arranged them in some vases that I purchased on amazon for centerpieces. Table centerpieces would be a good thing to try and get donated, though. We put all the table numbers out on stands that I bought on amazon. We put a bid booklet at each seat and the correct name card at each seat. I then set out all of the bid cards along with the prize that went with it. Dinner got delivered at 5:00. We got Bravo to cater. It was $15 per person, and they gave us a 10% non profit discount. The place that we rented tablecloths from also gave us a 10% discount, so don’t forget to ask! I had someone donate cakes for dessert. I also purchased drink dispensers along with sweet tea, unsweet tea, and water from walmart.
**Other Notes:**
My friend’s dad is a very talented drummer. I called him a couple of months prior to the event and asked him to round up some friends to play background music at the auction. They played from 6-7 and 8-9. It was fantastic, and 2 of them played for free, so I only had to pay 2 of the musicians. I highly recommend hiring a band for background music, nothing overpowering so that everyone can still talk and mingle.

Afterwards, we just had to clear all of our stuff out of the room, and shake off the tablecloths and put them in laundry bags that the rental place gave us. I dropped those back off the next day.

Please email me if you have ANY questions!! cureforemmery@gmail.com

Valerie Morris
BID for a CURE
Annual Emmery Morris Silent Auction
with trivia & live music
proceeds going to KIFIA.org

NOVEMBER 30, 2023 | 5:30-9:30PM
STOVEHOUSE EVENT CENTER
The Royal & The Belle
3414 Governors Drive | Huntsville, Alabama
please park in west parking lot

$400
FOR A TABLE OF 8
• Includes entry for each person to silent auction
• Dinner for each person
• Table’s entry to trivia
• $60 per ticket for individual entry

Cash bar | Adults only

email cureforemmery@gmail.com to reserve your table
or call or text Valerie Morris at 256.509.4706
www.cureforemmery.com

5:30
6:00
7-8:00
9:00
9-9:30

Sign in and silent auction opens
Buffet opens
Trivia
Silent auction closes
Collect your prizes and raffle winner announced
BID for a CURE

Annual Emmy Morris Silent Auction
with trivia & live music
proceeds going to KIF1A.org

**NOVEMBER 30, 2023 | 5:30-9:30PM**

**Stovehouse Event Center**

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$400 Table Sponsorship

**to secure your sponsorship email cureforemery@gmail.com**
call or text Valerie Morris at 256.509.4706

**All sponsorship commitments and logos must be submitted no later than November 1, 2023**

www.cureforemery.com

Donation tax receipts will be sent to all sponsors
Tax ID number, W9, 501(c)3 proof, and invoice available on request
BID for a CURE
Emmery Morris Silent Auction
DECEMBER 1, 2022
The Royal at Stovehouse

Thank you to our sponsors!
Thank you for attending the Bid for a Cure Emmy Morris Silent Auction. We are glad that you’re here, and we hope you have a fun and positive evening. Our bottom line was appreciated even by one of you. Because of you, KFIA is one step closer to finding a cure for this previous Emmy.

BID for a CURE
Emmy Morris Silent Auction
DECEMBER 1, 2022
The Royal at Stovehouse

SILENT AUCTION RULES
- Building will open at 5:00 and will end at promptly 9:00. When it is announced that Building is closed, phones do not work down any more bids. All Bid Cards will be taken up immediately.
- Bid cards for each item have been placed in The Belle. Please note that each item has a different starting Bid and different Bid Increments. This information is on each Bid Sheet.
- The highest qualifying bid wins the item.
- Use your Bid Number (listed on your name card when you write down your bid on the Bid Sheet) Do not write your name down on the Bid Sheet.
- Bids may not be withdrawn once they have been written down.
- Additional items may be added to auction without notice.
- All Sales are Final. There are no exchanges. All items are sold as is.
- No refunds after purchase. Charity is non-refundable for tax reasons once they’re claimed.
- Each bidder assumes all risks and hazards related to the Silent Auction items.
- You must be 21 or older to purchase alcoholic beverages.
- Whiskey must go to all items at the auction, unless special arrangements are made.
- If any item(s) is left unclaimed, it will become property of the organization and may be resold.
- Some items are subject to local and/or state taxes. These are listed on the Bid Sheet and/or Gift Certificate, Hotel, Overstay Stay, and Restaurant items are subject to availability and may be subject to blackout dates.
- Auctioned items which are necessary to be performed (i.e. the responsibility of the buyer to make arrangements directly with the donor as indicated).
- The auction item value listed is an estimate from the company that donated the item. KFIA, Inc is not liable for damages or losses. If you receive a tax receipt for any item that you paid more than the value, you must pay with a check made out to KFIA, Inc. Please consult your tax advisor to clarify amounts of deductions. Tax receipts are not available for items purchased at or below the Value Listed on the Bid Sheet.

www.cureemmy.org
# Bid for a Cure

**Emmery Morris Silent Auction**

**Item:** Painting by Emmery Morris  
**Value:** Priceless

**Starting Bid:** $20.00 • **Increase by:** $10.00

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[Logo: KF1A](https://cureforemmy.org)
My husband and I live in Madison with our almost 3 year old twins, Maddox and Emmery, and our 7 month old son, Brody. In February of this year, Emmery was diagnosed with a severe neurological disease called KIF1A Associated Neurological Disorder (KAND). This disorder affects her balance, muscle tone, vision, speech, and cognitive abilities. It is also progressive meaning that even if she does learn to walk one day, she could lose that ability along with her vision and speech.

We are fortunate that there is an organization at Columbia University in New York dedicated to researching KAND, which will allow them to find treatments and a cure. Thanks to modern medicine, **they have given us a realistic timeline of 3-5 years when they will have a cure for this terrible disease.** We are doing everything that we can to make sure KIF1A.org has the funds to make this cure happen before Emmery starts to regress.

We hosted a very successful first fundraiser on September 16: a golf tournament that raised over $27,000 that went directly to KIF1A.org. On December 1, we will be hosting a Silent Auction with trivia and live music called “Bid for the Cure Emmery Morris Silent Auction” at Stovehouse. We are looking for companies to sponsor this event and also for donations that we can use in the Silent Auction. We have been overwhelmed by the generosity of our community and are hoping for another successful fundraiser.

This is also a great opportunity for advertising in front of a large crowd as we anticipate over 450 people to attend this event. Since I am a volunteer for KIF1A.org, I can show proof of their tax ID number, W9, and 501(c)3 status. Donation tax receipts will also be sent to all donors.

As a Bid for the Cure sponsor, you will enable KIF1A.org’s team of doctors and researchers to quickly and efficiently use the already discovered technology to develop a cure for all of the people with KAND. Time is of the essence for Emmery as this is a progressive disease.

If you are interested in supporting this important cause, please contact me at cureforemmy@gmail.com or 256-509-4706. Thank you so much for your time and consideration. You are making a life changing impact not just for a local family, but for families all over the world!

With much appreciation,

Valerie Morris