

## GUIDELINES FOR CLASS AUCTION PROJECTS

We are requesting one art piece from each class to be auctioned at the event. Please include every student in your class in creating the artwork or somehow being a part of the artwork. The gala will be held at the Hyatt Bellevue on March 29<sup>th</sup>, 2014.

### **Themes and Previous Examples**

The projects do not need to follow the Hollywood theme. It could be any theme you would like. Please consult with your teacher and/or room parent to let them know the concept you have in mind. Plus, arrange with them appropriate dates/times to conduct the project. Please let us know or your room parent if you are in need of additional volunteer assistance to complete the project.

Please take a look at previous Puesta Class Auction Projects for inspiration:

[https://pds.schoolauction.net/auction2012/donation\\_items/list?search%5Bcategory\\_name\\_eq%5D=Class+Art+Projects](https://pds.schoolauction.net/auction2012/donation_items/list?search%5Bcategory_name_eq%5D=Class+Art+Projects)

### **Budget and Reimbursements**

The budget is **\$200.00** per class auction project. Please keep in consideration any framing costs or sculpture stand purchases, etc are part of the \$200.00 budget. You may find Michaels Craft Store and/or Aaron Brothers coupons online to help reduce expenses.

Please hold onto all your receipts. The PTA will reimburse your expenses. If you happen to receive any donated items or materials to complete your projects, please let us know. We will make sure that the vendor(s) receive a thank you letter for their donation.

You may download the form for reimbursements with instructions at:

<http://puestadelsolpta.org/Doc/PTAFinancial/ReimbursementRequest1314.pdf>

*You will need to receive an auction committee signature on the form.* Please give us the form plus receipts when you are ready (before submitting the project is okay if you need the reimbursements sooner than later). Contact us at: [auctionprojects@puestadelsolpta.org](mailto:auctionprojects@puestadelsolpta.org) to meet you for the form drop-off unless you want to wait and give it to us at submittal of your project.

### **Materials and Project Dimensions**

Please use lead-free art materials and kid-friendly tools! Some of the higher grades (3<sup>rd</sup>-5<sup>th</sup>) may be able to use more intricate tools or equipment when helping create the artwork but please have adult supervision while students are using these tools or equipment. Please feel free to use any paint brushes, pencils, etc from the three Art Appreciation cabinets.

There is not a size or weight restriction on the auction projects. Just use your judgement on what dimensions families/individuals would like to purchase and have displayed in their home or office. They need to be able to bring the artwork home from the auction event. If needed, they could arrange to pickup the artwork from the auction committee at a later time if the artwork needs special handling.

## **Deadline : DECEMBER 20<sup>th</sup>, 2013**

The deadline for turning in each art piece is **December 20th, 2013** (before Winter Break). We are requesting an early deadline so we may photograph all the pieces, layout the auction website and catalog between the school breaks.

If you find it too difficult to submit your project by the Dec 20<sup>th</sup> deadline, please feel free to contact us. We would be happy to lend a hand to help meet the deadline or see if we could make special arrangements.

## **Submittal/Drop Off of Project**

The online sign-up (*Sign-up Genius*) is to keep everyone up to date on the **Project Lead** for your classroom auction project. The "Dates/Times" on the sign-up are for the week of 12/16/13 - 12/20/13 to arrange for us to meet you at the school to pickup the artwork. Pick a day and click on your classroom (please sign up only once). We will contact you to verify and setup a specific time that day to meet. If you would like to drop off projects sooner, please let us know. We understand at the moment you may not know what day you will turn in the project...we are just trying to spread out the drop off days. You may change it later if needed.

Please let us know if you did not receive an invitation from Sign-up Genius.

Please wrap and/or package your artwork securely. We will be occasionally opening it for pictures, displays and the event. We mostly want to make sure your project stores and transports well.

If possible, please type out a nice detailed description of the project and tape it to the outside of your artwork. This description will be used in the auction catalog. You may also email it to us if needed: [auctionprojects@puestadelsolpta.org](mailto:auctionprojects@puestadelsolpta.org). If you forget to put a description, we will contact you directly to obtain one.

## **Please consider attending the grand event!**

Please keep an eye out for auction tickets on sale soon! You may want to bid on the project you help create. Or, if you are interested in volunteering for the event, please contact: Stacy Hauser Weigel, [hauserweigel@comcast.net](mailto:hauserweigel@comcast.net)

If you need to refer back to this page, it will be listed on the Puesta PTA website under Art Appreciation soon. Please contact us in regard to any questions or concerns you may have: [auctionprojects@puestadelsolpta.org](mailto:auctionprojects@puestadelsolpta.org).

Thank you Class Auction Project Volunteers! This could not be a successful auction without all your hardwork. Enjoy creating and spending time with the students.

~ Sonja Gerard (K-2<sup>nd</sup> Auction Art Projects Coordinator)

~ Emmy Park (3<sup>rd</sup>-5<sup>th</sup> Auction Art Projects Coordinator)