



Calling about Waffleman Auction Donations

1. **Please make your phone calls by 10/5/18. See a suggested list of who to call at lincolnboyschoir.org**
 - a. This deadline gives the Waffleman team some time if there are details to be worked out.
 - b. If you know of other businesses we can contact for a donation, let Kirsten know. Or, if you have time to call them yourself that would be great! kirsten@lincolnboyschoir.org
2. **You'll end up kind of saying the same thing over and over....here's a suggestion:**
 - a. First, ask if you can talk to someone about a possible donation.
 - b. Then it's something like "*Hi, my name is _____ and I'm a parent of a Lincoln Boys Choir member. We're planning an online and silent auction to raise money for the Lincoln Boys Choir. I was wondering if you might have something to donate that we could auction off?*"
3. **Sometimes you will need to talk to someone specific** – you will probably have the best luck if you find out when is a good time to call that person back. There are probably a lot of people asking them for donations and they might not take the time to call you back.
4. **When it comes to leaving messages, a good rule of thumb is to leave 2 messages (about a week apart).** If they don't call back at that point, take the hint and mark them off the list. ☺
 - a. If you end up playing phone tag, keep at it – if they are calling you back at least it looks like they are interested.
5. **When you get a donation, ask if they would like to mail it to the choir or if we need to pick it up. If it needs to be picked up, make note of any applicable details (like, call before pickup, etc.).**
 - a. Some businesses will need a copy of a donation request letter, or even a copy of our W-9. Sometimes we can drop off these documents at the time of pickup (make a note of this). If not, notify Kirsten and she will get them the documents they need. kirsten@lincolnboyschoir.org
6. **Donations are needed before Friday, October 12, 2018. Big items are needed as soon as you can get them so Tiffani can list them for the online auction .** Fresh food donations will be picked up the day before the auction (10/19/18). tiffani@lincolnboyschoir.org
7. Above all, **DON'T GET DISCOURAGED!!** Some businesses aren't allowed to donate, some are inundated with requests, and others just aren't interested. Keep trying and you will eventually get a donation!
8. **Please keep Kirsten updated** on your progress so we can keep track of who has been called, what needs to be picked up, etc. kirsten@lincolnboyschoir.org

Thanks!

Audrie Bates, Kirsten Drennon & Tiffani Gerber