

WHAT IS THE DRESS CODE?

- Cocktail/Business casual

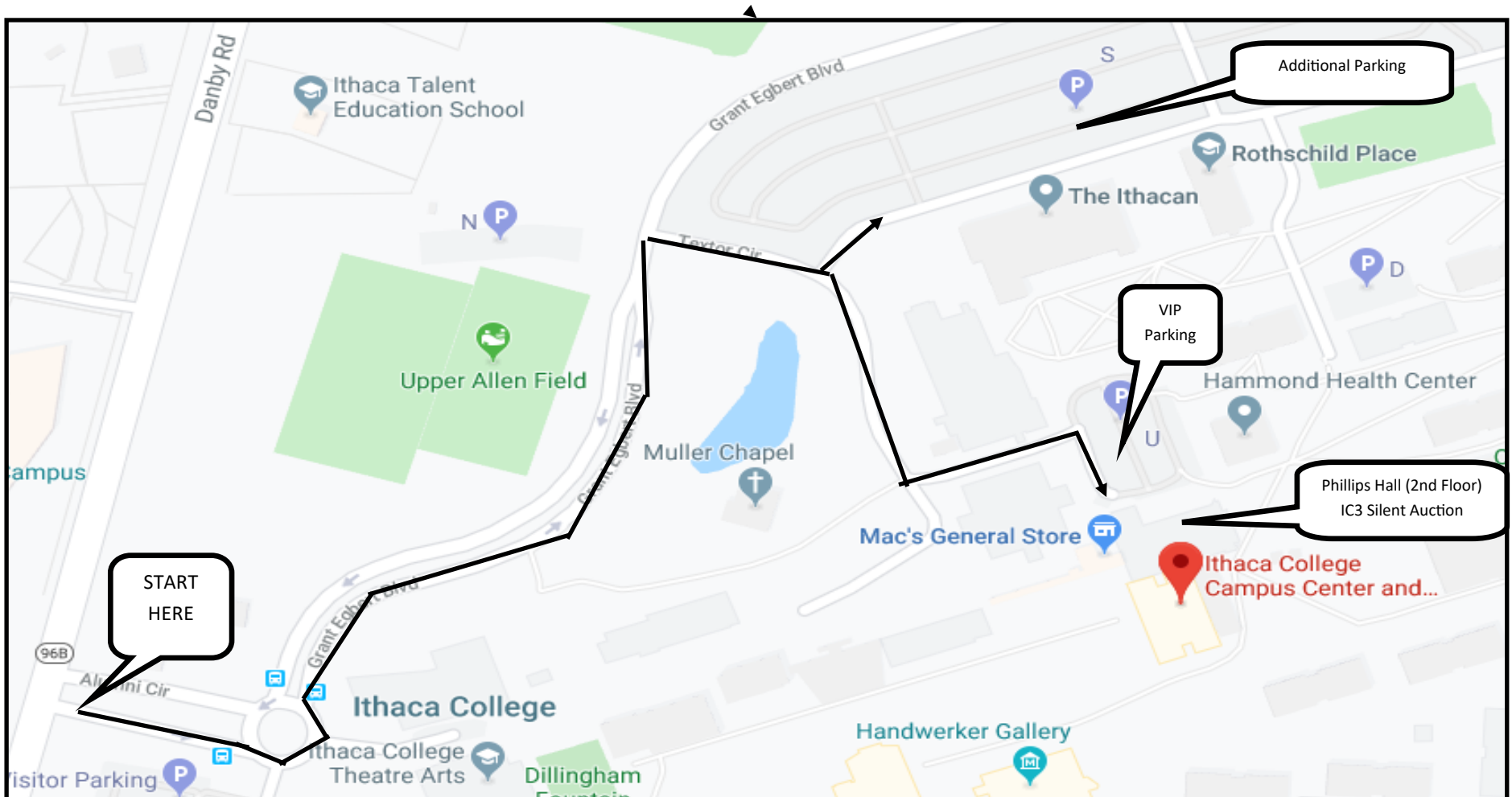
SEATING DESCRIPTION

- First come, first serve
- A few reserved tables for sponsors

WHAT FOOD WILL BE SERVED AT THE EVENT?

- We will offer heavy Hors D'Oeuvres, dessert, beverages and a cash bar (Cards are not accepted)

PARKING DETAILS:



EVENING TIMELINE:

5:00-6:00 VIP Reception/early entry

6:00-6:30 Check-in, mingle, hors d'oeuvres & browse auction items

6:30 Welcome, Silent Auction Instructions & Start of Tier 1 bidding

7:00 Bidding on 1st Tier Items Ends

7:30 Bidding on 2nd Tier Items Ends

8:00 Bidding on 3rd Tier Items Ends

8:30 Bidding on 4th Tier Items Ends

Raffle & Door Prize Drawings

9:00 Checkout & Conclusion of events

CHECKOUT INSTRUCTIONS:

- When you are ready to checkout, please make your way to the checkout stations/tables located just outside of the main event room.
- Checkout stations/tables are organized by bid numbers. If your bid number falls within the range posted, please use that station/table. All of your items that you have successfully won will be waiting for you there.
- One of our volunteer staff will collect your payment and give you your items.
- Payment options accepted: Cash, Check (payable to IC3), Visa, or MasterCard
- VIP ticket holders will be able to redeem their VIP gift at the conclusion of the evening at the designated table.

DO I NEED TO STAY THE ENTIRE TIME?

- You are not required to stay the entire duration of the event, though it is encouraged.
- We ask that everyone checkout at the event, however, if you leave before collecting the items you have won, IC3 staff will contact you regarding payment and pick up of items.

SILENT AUCTION INSTRUCTIONS:

- Bidding will end promptly at the times listed on the Event Timeline.
- The bid sheets indicate a minimum bid and bidding increment. The approximate value of the item or package is indicated at the top of the bidding sheet under the item description.
- To bid on an item, place your bidding number and bid on the triplicate paper. Please follow the bidding increments.
- The highest bidder at the closing of the tier will win the item/package.
- Winners are responsible for transporting the item at the conclusion of the event. Under select circumstances, if you need to pick it up your items at IC3 on the Monday following the Auction, please make arrangements when you checkout.
- If no minimum bid is placed for an item/package, the organizers reserve the right to pull the item for future sale.

DESCRIPTION OF ITEMS:

- IC3 solicits local businesses for goods & services. We have approximately 200 items available to bid on ranging from \$5 to \$500.

Disclaimer: All items are being sold in "as is" condition. Ithaca Community Childcare Center and the Auction Committee make no representations, warranties or guarantees with respect to condition, quality, quantity or variety of goods or services sold.

CHILDCARE INSTRUCTIONS:

- IC3 offers childcare at the Main Campus located at 579 Warren Road.
- Cost of childcare is \$15 for the first child and \$5 for each additional child.
- Childcare will be offered by current IC3 staff including Teachers and Assistant Teachers and the children will be grouped in age appropriate classrooms.
- We recommend dressing your children in sleep attire and bringing anything that will make them feel comfortable if they are unfamiliar with IC3. (I.e. stuffed animal, blanket, pacifier, etc.)
- IC3 will provide pizza and there will be additional snacks available. If your child is unable to have pizza please provide a substitute.
- When you drop your children off at IC3 there will be someone to direct you to the appropriate classroom. Once in the classroom there will be a sign in sheet, as well as an area to leave an emergency contact number.
- **If you have any further questions or concerns, please feel free to contact Lesli at office@icthree.org or 607-257-0200 (please note this number is the Center's direct number that can be contacted the night of the event if needed)**