

# AUCTION

PORTSMOUTH CHRISTIAN ACADEMY

## Take a Moment to to be Prepared

We kindly request that you review the logistics memo for the week of the Auction, as well as familiarize yourself with the rules and regulations governing both the Silent and Live Auctions. The goals are to keep you informed with what's happening and what's expected, and to ensure you're fully prepared for what promises to be an extraordinary morning of generosity and support.

Here are a few key points to keep in mind:

1. **Logistics Memo:** This [memo](#) outlines important details regarding arrival, dismissal and parking for Thursday - Saturday the week of Auction. This is a change to the normal procedures.
2. **Silent Auction Rules:** To participate effectively, please familiarize yourself with the [rules governing the Silent Auction](#), including bidding procedures, minimum bid increments, and payment methods.
3. **Live Auction Guidelines:** To maximize your enjoyment and participation, we encourage you to acquaint yourself with the [rules and regulations specific to the Live Auction format](#), including bidding etiquette and payment terms.
4. **Item pick-up at the end of the event:** Many of our Class Gifts and Silent Auction items are oversized. If you plan to bid on a large item, **please be prepared to take it away on Saturday morning before leaving the premises.** (Think about bringing/borrowing the bigger car that day, or bringing straps for securing the large item in your trunk.) Our Auction room does not have the capacity for storage, and we need to prepare our spaces for the arrival of

Monday's students.

**5. Lower School Student Arrival on Saturday:** Parents, Lower School students should not enter the Main Gym upon arrival on Auction morning. Instead, all Lower School students are to enter through the school's main lobby. Your cooperation in this matter is greatly appreciated.

We thank you for planning ahead and doing your part to make this year's Auction as smooth as it can be. Your support of these requests and rules is greatly appreciated.

For your convenience, the logistics memo and Auction rules, along with other relevant information, are available for review [here](#).

Should you have any questions or require further clarification, please do not hesitate to reach out to us at [auction@pcaschool.org](mailto:auction@pcaschool.org).

Warm Regards,

**Elizabeth Nanda**

*Auction Manager*

Portsmouth Christian Academy

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**Portsmouth Christian Academy**

Maximizing God-given Potential

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