



## The Past is Prologue The 33<sup>rd</sup> Annual Auction at Staten Island Academy

### SILENT AUCTION ABSENTEE BID INFORMATION

Absentee bidding is a way for individuals who cannot attend the auction to participate in the fun and help raise funds for the Academy! It's easy, and it's fun! Simply bid with the highest amount you are prepared to pay, and then wait to see if you've won the item. Remember, every dollar goes to benefit the students and programs of Staten Island Academy.

#### **Here's How:**

Bids are sealed as they are received by the development office. No one will know who has bid what until the evening of the event.

Absentee bids will be opened at the beginning of the Auction, and recorded appropriately on the package's bid sheet, effectively creating a new starting bid. Bidders present at the event will have the opportunity to bid on the package.

For items with the "Buy it Now!" option, you may elect to start your bidding there, however, a bidder physically present at the auction will be deemed the successful bidder if he/she also bids the "Buy it Now!" price, even if an absentee bid at that level has been made.

#### **How do you make your bids?**

A formal "Absentee Bid Submission Form" is required for each package on which you are interested in bidding. Each form must include a valid credit card number, which will be charged that evening should you win.

#### **How do you submit your form?**

By mail/in person: Complete the bid form and mail to Silent Auction, Staten Island Academy, 715 Todt Hill Road, Staten Island, NY 10304, or simply drop it off at the reception desk in Crowe Hall. Be sure to put the package number on the bottom left corner of the envelope.

By Fax: Complete the form and fax to Silent Auction, 718-979-7641.

By Email: Complete the form and email to Michael Barret Jones at [mjones@statenislandacademy.org](mailto:mjones@statenislandacademy.org).

**All information must be received in the development office no later than NOON on FRIDAY, APRIL 17.**



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**SILENT AUCTION ABSENTEE BID SUBMISSION**

Instructions: Print this form and return to the development office via one of these methods:

**By mail/in person:** Complete the bid form and mail to Silent Auction, Staten Island Academy, 715 Todt Hill Road, Staten Island, NY 10304, or simply drop it off at the reception desk in Crowe Hall. Be sure to put the package number on the bottom left corner of the envelope.

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All information must be received in the development office no later than  
NOON on FRIDAY, APRIL 17.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_ INITIAL HERE. I have read the information describing the pre-bid process. It is clear that if my bid is the highest received that Staten Island Academy will charge my credit card for the winning bid amount.

**THIS BID IS FOR PACKAGE NUMBER:** \_\_\_\_\_

**PACKAGE TITLE:** \_\_\_\_\_

**BID AMOUNT: \$** \_\_\_\_\_

**PAYMENT**

If I am the winning bidder, I authorize payment of the amount specified above to my VISA, MasterCard or American Express Card.

Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_



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**LIVE AUCTION PROXY FORM**

**Instructions:** If you cannot attend the auction, but wish someone to bid on your behalf at the Live Auction, please fill out this form.

All information must be received in the development office no later than  
NOON on FRIDAY, APRIL 17.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROXY INFORMATION**

I hereby authorize \_\_\_\_\_ to bid on my behalf during the Live Auction at Staten Island Academy's The Past is Prologue Auction on April 18, 2009. I understand that my credit card will be charged for all purchases won in this manner at the end of the event, as if I were present. I also understand that it is my responsibility to discuss with my proxy my maximum bidding levels, and that I am responsible for their final bid on my behalf.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**PAYMENT**

If I am the winning bidder, I authorize payment of the amount specified above to my VISA, MasterCard or American Express Card.

Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express

Cardholder's Name: \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_