

HOSTING A CBA AUCTION VIEWING PARTY!

SATURDAY MAY 15, 2021
PRE-SHOW @ 5:30 LIVE SHOW @ 6:30



version 323

2021 CBA Annual Auction

HOSTING A VIEWING PARTY



HOST A CBA *OUT-OF-THE-BOX* LIVE SHOW VIEWING PARTY

As a great supporter of CBA, we are excited that you will be hosting a viewing party!

We suggest inviting guests to arrive between 4:30-5:30 pm. Let guests know ahead of time if you have a specific ending time, or if you will keep the party going after the Live Show ends. Make sure everyone picks up their Party Box and brings it with them—they will need it!

The Silent Auction bidding will begin closing by section at 5:30 pm. The Live Show begins at 6:30 pm and will last just over an hour.

By asking guests to arrive prior to 5:30 pm, they will have time to chat, unpack their boxes, log onto WIFI, enjoy refreshments and bid on silent auction items before the live show starts.

SETTING UP (*EARLIER THAT DAY OR NIGHT PRIOR*)

Whether you're having your viewing party inside, outside, or a combination of both remember the reason we are all gathering together is to support CBA. Rearrange furniture if needed so that guests can easily congregate and see the Live Show on your Smart TV or laptop.

Make sure you have a clear space in front of a webcam or laptop(s) so that guests who want to participate in the heads or tails game or live bidding can easily pop in front of the camera. Although the Live Show will be a little over an hour long, there will be many opportunities for participants to top off their drinks or refill their plates. After all...it's a party!

Outside, have a welcome sign to let guests know which door to enter through if you don't want them coming through your front door. Make arrangements with neighbors, if needed, to provide adequate parking for your guests. Make sure your bathroom is well stocked. Have a place for guests to hang their jackets and personal belongings. If kids are on your guest list, make sure you have a separate spot for them to hang out during the Live Show so your adult guests don't miss the chance to bid on that big item they want!

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SETTING UP *CONT.*

All CBA Auction guests will receive a Party Box and they will need to bring them! You may want to have a few tables set up for everyone to unpack their boxes when they arrive. Consider having at least one DRINK station and one FOOD station. Guests can unpack their treats and fill the tables with their Party Box items and Park Experience items. Set out empty serving plates and bowls, napkins, and small plates in advance.

You may want to provide refreshments in addition to what is included in the party boxes. Ask guests to bring something, or as host you might provide it yourself. Mermaid Winery is offering additional to-go menu items for CBA Auction guests to purchase in advance. Coordinate with guests ahead of time to make sure you know what everyone is planning to bring, and tell guests what you will provide.

As host, you may need to stock up on ice, drink mixers, bottled water, cream, sugar and fill your coffee maker. Party boxes include a variety of snacks, mini bottles or non-alcoholic craft cocktails, mini bottle of bubbly, and coffee k-cups. Everyone's wine glasses will look the same, so we suggest providing a sharpie marker to write names on their cups.

If guests are drinking, be a good host and have plenty of non-alcoholic beverages readily available and don't hesitate to call for a ride to make sure everyone arrives home safely.

Pro Tip:

As host, you may want to offer to pick up your guests' party boxes for them and have them ready to unpack when they arrive.

Pro Tip:

Sharpie can be easily erased from plastic cups by tracing over the writing with a dry erase marker, then wiping clean.

NEXT PAGE > *TECHNOLOGY TIPS*

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LET'S GET TECHNICAL

If you are hosting the watch party at your home, make sure you have a screen (or multiple screens) and webcam that everyone can see during the Live Show. If you decide to stream from your Smart TV, make sure you also have a laptop with a webcam and keyboard so that guests can bid on items during the Live Show. Test your tech before guests arrive!

Know your Wifi network name and password and have it ready to share. Post on a sign or slips of paper if the password is long or unusual. Ask everyone to make sure they are able to access Wifi from their mobile devices before the Live Show starts.

Access our
Frequently Asked
Questions (FAQs)
tab on the event
website for more
technology tips!

cba-va.org/auction

Guests will want to participate in the auction, so remind them to bring their fully charged phones or laptops! The Live Show will be broadcast live via Zoom, which can be viewed on phones and laptops. However, to participate in the Live Auction Item bidding, guests will need access to the CHAT function on Zoom, which is not available from the phone app. You will need to have at least one laptop logged into the Live Show to bid on the big ticket Live Auction Items.

Test your technology as early as 5:00 pm by logging onto the Live Event. The pre-show won't begin until 5:30 pm but we will have music and a visual on the screen so you can test your tech as early as 5:00 pm.

AFTER THE LIVE SHOW

Keep the party going or thank your guests for coming – it's up to you! Access CBA Auction Spotify music playlists or keep the Zoom meeting on for after-party music. Winning silent and live auction bidders will receive text or email messages with instructions on how to pick up their items at CBA.

THANK YOU FOR HOSTING A VIEWING PARTY AND BEING
AN AMAZING ADVOCATE FOR CHESAPEAKE BAY ACADEMY!

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VIEWING PARTY PLANNING - HOST TIPS



COMPLETE, CUT AND DISPLAY FOR GUESTS TO SEE



wifi network

wifi password



wifi network

wifi password

WELCOME TO OUR CBA AUCTION VIEWING PARTY!

SATURDAY MAY 15, 2021
PRE-SHOW @ 5:30 LIVE SHOW @ 6:30



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PARTICIPANT INSTRUCTIONS
LIVE VIRTUAL EVENT - SATURDAY MAY 15



PRE-SHOW 5:30PM - LIVE SHOW 6:30PM - AFTER-PARTY 8PM

5:00 PM

Open your computer, mobile phone, SmartTV
Enjoy your party box!
Put on your Heads or Tails bead necklace
Put bidder number near computer/webcam
Bid on Silent Auction Items (last call 6:00 pm)

5:30 PM

Log into Live Event via Zoom
Sound Check (make sure you can hear music)
Concierge Phone Line Open if you need help
Bid on Silent Auction Items
Silent Auction Bidding Closing by section at 6 pm
Get Ready for Live Program Kick-off!

6:30 PM Live Show

Heads or Tails Game

Turn your Video ON During Heads or Tails
Turn your Video OFF During Welcome Remarks

Live Auction Item Bidding

OPEN Chat Box During Live Item Bidding
Turn your Video ON if you want to bid on items

Fund-A-Cause Bidding

Turn your Video ON during Fund-A-Cause
Have your Bidder Number paddle ready to raise high

Remaining Live Auction Item Bidding

OPEN Chat Box During Live Item Bidding
Turn your Video ON if you want to bid on items

Raffle and Closing Remarks

Have your Raffle Ticket ready
Turn Video ON if you are a winner!

8:00 PM (approx.)

Plan Your Own After Party
Enjoy the Music Playlist onscreen until 8:30 pm
Find out what silent auction items you won!
Check email for pick-up and payment details