



Basket Auction Reminder



The Basket Auction will be held in the **B Rooms** of the Federal Building **Thursday, November 3, 2011, at 2 p.m.** with Auctioneer Bear Stephenson of Stephenson Realty and Auction presiding.

Filled baskets should be delivered to **Room 1205** of the Federal Building no later than **12:00 p.m.** on **November 1, 2011**. The baskets will be displayed for everyone to view in Room 1205 from the time of delivery through 10:00 a.m. **November 3, 2011**

Two typed lists of basket contents should accompany each basket, one attached to the basket and one for the auctioneer. ***Please do not list the value of basket contents.*** Please bring the auctioneer copy to Lisa Bost in Room 1221.

Alcoholic beverages should not be included in baskets. Organizations that intend to include alcohol as a part of their basket contents should contact the Federal Human Resources Branch for guidance.

Potential bidders should pick up a bidding number in the B Rooms as they arrive for the auction.



