

Item# **A**

Committee Rcvd Date:
Auction Committee Use Only

Item Donation Form

Group: _____
Group that receives credit – eg: Drama, Swim, etc

22nd Annual Jaguar Auction – April 4, 2020

What does your auction item include? (check one or both)

Physical Item – to be displayed at the auction and taken by winning bidder

Certificate/gift card/tickets – The group coordinator makes a sign/display to describe what the certificate includes (this is not considered a physical “item”). Be sure to include any restrictions, limitations, expiration, fees, pertinent dates, etc. **Certificates, gift cards, and/or event tickets must be delivered to the auction committee with their item donation form in order to be included in the auction by March 18th at 3pm.**

****For security reasons, they will be kept in the check-out area during the auction. No originals may be displayed on the auction tables or bundled inside a basket.**

Donor Information – Fill in one for each individual donor, attach more pages if more than one donor

Donor Name (company or individual): _____

Contact Name (if donor is a company): _____ **Phone:** _____

Email Address _____

Address: (mailing) _____ **City, ZIP:** _____

Approx retail value per donor: _____ **Gift Cert Exp Date:** _____

Items with a value of less than \$50 can be grouped together into a basket for display and sale as a single item. The total/aggregate value of any auction package should be \$50 or more.

Item Title: _____ **Dimensions:** _____

Limit 30 characters including spaces and punctuation

Not necessary for certificates

Item Description:

Limit 50 characters including spaces and punctuation. Try not to repeat info from Title.

If you have a unique item, please include a photo to help us plan for display space (photos will not be returned)

**** NOTE:** All entries submitted for the auction are subject to the approval of the Auction Committee.

Name of person coordinating donation: _____

Phone: _____ **Cell:** _____ **Email:** _____

REQUIRED

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Be sure ALL blanks are filled in legibly. In order to place your donations into the auction and catalog, we need to be able to read your form and get in contact with you if necessary. **All forms (with original certs/gift cards/tix if indicated) should be submitted to your group coordinator. Final due date: 3 p.m., Wednesday, March 18th**

Questions: Jolyn Duff 760-212-2270 or Julie Stroh 760-390-9277
Tickets: Delia Bernet 858-472-2979

It is OK to staple a business card from the donor to this form.

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