



# AUCTION DONATION FORM

## Everlasting Love Formal Dinner Auction

### May 4, 2018

**Company/Donor Name:** \_\_\_\_\_

*Please print information above as you would like it to appear in the event program and all advertising materials.*

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEADLINE: All donor forms, items and display/advertising materials must be received by April 13, 2018 to ensure inclusion in the event program.**

Please give a detailed description of the donated item(s) and their contents. Include all applicable restrictions. Gift certificates should be made out to GCA Auction Winner and be valid from May 4, 2018 to May 4, 2019.

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**Full Retail Value of Item:** \_\_\_\_\_ *(Required for IRS purposes and for donation receipt.)*

**Delivery Information:**

Donation Enclosed     Sending Donation by \_\_\_\_\_  Donation must be picked up by \_\_\_\_\_  
service type date

**Display Information:** Display materials include catalogs, menu, business cards, poster, shopping bag, or any other branded or advertising materials that can be placed alongside your donation.

Enclosed     Sending by \_\_\_\_\_  Pick up by \_\_\_\_\_  None  
service type date

Please create a certificate for me     Please return my display items

**List Display Items:** \_\_\_\_\_

**Further Information:**

- Individual tickets or full table needed for event.
- Event sponsorship or event book advertising information needed.
- I would like to volunteer at the event.

**Please send Auction and/or Display Items to:**

Kristen Spitzer  
Grace Christian Academy  
8420 W. Beloit Road  
West Allis, WI 53227

**For more information, please contact:**

Jennifer Morton  
jmorton@muellercommunications.com  
414.390.5500

*No goods or services were exchanged for this donation. TAX ID#: 39-1793083*