



Auction 2009 Donation Request

Donor or Company Name: _____
(as it should appear in the catalog)

Donor Contact Person: _____
(not listed in the catalog)

Donor Address: _____

Donor Phone: _____

Donor E-mail: _____

Auction Solicitor: _____ Phone: _____

Brief Item Name: _____

Item Value: \$ _____ Exp. Date (if applicable): _____

Detailed Catalog Item Description (quantity, size, color, restrictions & other info to ensure proper understanding of the donated items)

Please attach all brochures, pictures, certificates, menus, checks or other relevant material

Please indicate appropriate responses:

_____ Delivery by Donor (Date: _____)

_____ Donor to Provide Gift Certificate

_____ Item Displayed at Auction

_____ Donor to Provide Promo Material

_____ Attached

_____ Pick Up by Auction Representative (Date: _____)

_____ Auction Committee to Provide Certificate

_____ Item Not Displayed at Auction

Items should be at Star of the Sea Catholic School no later than April 20, 2009. For more information regarding the auction, please call.

For Committee Use Only: Date Form Received: _____ Date Item Received: _____ Location of Item: _____
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Please return this form to:
Star of the Sea Catholic School
309 15th Street
Virginia Beach, VA 23451
Attn: Auction Committee