

VILLAGE THEATRE USE ONLY	
Tracking #:	_____
Catalog #:	_____
Package with:	_____

ANNUAL AUCTION  GALA
On the Town
 WITH VILLAGE THEATRE
 MAY 19, 2018

Please return forms to:

1. Office (white)
2. Solicitor (yellow)
3. Donor receipt (pink)

AUCTION ITEM DONATION FORM

Donor or Company Name (as it will appear in catalog): Donor Address (include city, state and zip):	Donor Phone: (circle one) Work Home Cell
	Donor Fax: Donor Email:
	Donor Website:
	Contact Name (not listed in catalog):
Contact Name (not listed in catalog):	Contact Phone: Contact Email:
Donor(s) Signature (Required):	Donation Date:
Solicitor:	Solicitor Phone:
Please send me an invitation to the auction: <input type="checkbox"/>	

Donated Item Information	Catalog Deadline	May 1, 2018
Detailed Catalog Item Description: <i>Please be complete</i> (i.e., quantity, size, color, number of people, valid dates, all label information for wine, etc.) Please attach any additional information.		
Restrictions: (Expiration date, date specific, tax and gratuity not included, etc.)		Item Value: (Fair Market Value) \$

Type of Item <input type="checkbox"/> Intangible Item <input type="checkbox"/> Tangible Item <input type="checkbox"/> Combination Package (tangible and intangible)	Intangible Item <input type="checkbox"/> Gift certificate accompanies donation form <input type="checkbox"/> Gift certificate will be mailed to Village Theatre <input type="checkbox"/> Village Theatre has permission to create certificate <input type="checkbox"/> Donor will provide additional display materials	Tangible Item <input type="checkbox"/> Item will be delivered to Village Theatre <input type="checkbox"/> Please pick up my donation
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PLEASE NOTE:

- (1) Village Theatre does not guarantee inclusion of any item in the live auction and may elect to utilize your donation for one of our many special events throughout the year.
- (2) Village Theatre reserves the right to adjust item value according to current fair market value.

Village Theatre 303 Front St N. Issaquah, WA 98027 Village Theatre Tax ID#: 91-1077130	Contact: Patrick Ostrander, Development & Administrative Assistant Ph: (425) 392-1942 x108 Please email completed form and current logo to: postrander@villagetheatre.org
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