

Evergreen Unitarian Universalist Fellowship

Auction Item Donation Form

Donor Name: _____

Include the best phone number and/or email address in case the Auction Central Committee needs to contact you.

Phone: _____ or Email: _____

*This information will be listed on the bid sheet and/or certificates, event lists, etc. The Auction Committee asks you to write description and values for items. **Please be thorough when you complete this information.***

Item Name: _____

Item Description: _____

Fair Market Value - FMV: \$ _____

What it is worth today?

Starting Bid - (~40% of FMV): \$ _____ OR Firm Starting Bid: \$ _____

Auction Team might adjust these numbers as needed.

You choose the starting bid.

Quantity (if more than 1) _____

Check one of the choices below.

- This form is attached to the Donated Item
- A donation receipt is required
- The Donated Item will be delivered to Evergreen on: _____
Item must be dropped off no later than Thursday before Auction date.
- This form is attached to a **Gift Certificate or Event Ticket(s)**
- The donated item is a service and needs a **Gift Certificate** made
- The donated item is a Sign Up Event or Group Activity that needs a **Sign Up List:**

Event date: _____ **Time:** _____

Location: _____

Maximum # of Attendees: _____

Cost per person: \$ _____

Questions??? Contact Auction@EvergreenUU.org

Date Received: _____

ITEM # _____