Donate an auction item

Thank you for supporting our auction. Fill in one form per item and return it with the item or a gift certificate by the date on our letter.

Questions marked * are required.

Completed by _____ Date _____

1 About you

Why we ask: So we can thank you properly and reach you about your item.

1. **Who is donating? ***

   Tick one.

   - ◯ Me personally
   - ◯ A business or organization

   If you chose "A business or organization" in question 1.

2. **Business or organization name**

   _____

3. **Your name ***

   _____

4. **Email ***

   _____

5. **Phone**

   _____

6. **How should we credit you? ***

   Tick one.

   - ◯ Use the name above
   - ◯ Use a different name
   - ◯ No public credit, please

   If you chose "Use a different name" in question 6.

7. **Name to print in the catalogue**

   _____

If you chose “A business or organization” in question 1.

8. **Business logo for the catalogue**

Attach: Business logo for the catalogue

2 About the item

Why we ask: So bidders know exactly what they're bidding on, and we can set a fair opening bid.

9. **Item name ***

10. **Describe the item as bidders should read it ***

What it is, what's included, why it's special.

11. **Estimated value ***

Your best estimate in your local currency. We use it to set the opening bid.

12. **Restrictions or expiry**

Valid until June 30. Not on public holidays. For two people.

13. **Photo of the item**

Optional, but items with photos are easier to catalogue.

Attach: Photo of the item (up to 3 files)

14. **How will the item reach us? ***

Tick one.

- ◯ I'll drop it off
- ◯ Please pick it up
- ◯ It's a voucher or certificate I'll email

If you chose “Please pick it up” in question 14.

15. Pickup address and best times

Thank you!

Your item helps make the night. We'll be in touch to confirm the details.