



# ANNUAL THANKS 4 GIVING AUCTION

Unitarian Universalist Church of Kent

Saturday, November 7, 2015

## DONATION FORM

**Please submit a separate form for each item donated as early as possible.** A downloadable PDF version of this form is available on the church web site. Please submit your form to the box in Fessenden Hall, return it to an auction representative in person, email it to [loisweir@aol.com](mailto:loisweir@aol.com), or mail it to the church. Donated items may be delivered to an auction representative during coffee hour at your convenience, or at the church on Friday, November 6<sup>th</sup> from noon until 8 pm.

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Your phone number: \_\_\_\_\_ Your email address: \_\_\_\_\_

Title of your item (for catalog): \_\_\_\_\_

Description of item or service offered (use back of form if needed): *Be brief, yet specific. For dinners, list as much of the menu as possible, including vegetarian offerings, and whether or not children are welcome.*

Estimated retail value of your donation (per ticket for dinners/events): \$ \_\_\_\_\_ (REQUIRED)

### For dinners and events:

Number of tickets/seats available: \_\_\_\_\_ Location: \_\_\_\_\_

Event date (please provide 3, in order of preference) and time:

Dates: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ Time: \_\_\_\_\_

Would this event be appropriate to offer as a fixed-price signup item?  YES  NO

If YES, recommended price: \$ \_\_\_\_\_

- Donors of dinners, events, and services will be provided with contact information for purchasers after the auction. It is the **donor's responsibility** to contact buyer(s) and arrange delivery of goods or services promptly.
- Events can be held at the church, e.g., Fessenden hall. It is the **donor's responsibility** to reserve the space needed with the church administrator ([uukent@sbcglobal.net](mailto:uukent@sbcglobal.net) or call the church office).
- Please note that unreported items will not be accepted for donation on the night of the event.
- Keep your receipts! Full retail value of items you donate is tax deductible as a charitable contribution. Personal labor spent preparing meals or providing a service is not deductible.
- Tickets for the event are \$20, and will be available at coffee hour, and if not sold out, at the door the night of the event. Volunteers are needed. See an auction representative for details.

THANK YOU!

Please enter any additional description, information, or notes here: