



ANNUAL THANKS4GIVING AUCTION

Unitarian Universalist Church of Kent
Saturday, December 3, 2016

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, or mail it to the church. **Forms submitted by Sunday, November 20 will be included in the program.** Donated items may be delivered to an auction representative during coffee hour on the Sunday before the Auction or at the church on Friday, December 2 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 (churchoffice@kentuu.org or call 330-673-4247).
- 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.

THANK YOU!

Please enter any additional description, information, or notes on the back.