

**Havana Night
2013 Live & Silent Auction
Donation Form**



Please enter completely **ALL** related information and return this form to the Annunciation School office. Attach this form securely to any item(s) being donated. A donation submitted by April 19th will be included in the official auction booklet.

Donation Type: Family Business Teacher/Faculty Parish
(circle one)

Name of Item:

Item Description:
(caption written as it would appear in auction booklet. Include special instructions to the buyer such as expiration dates, conditions, etc.)

Retail Value:
(tax deductible)

Donor Name:
Address:
City/State/Zip:
Phone:
Email:

Additional Donors?: (handwrite additional donors information on the backside of this donation form.)

DONATION FORM COMPLETED BY: _____ DATE: _____

For Non-Tangible items (such as parties*, time and talent donations)

1. Estimate the retail value as what a person would pay to purchase this event or service (not the cost to you) and/or the cost per person if it is a party or event.
2. Include any display accessories such as samples of work, props or photos of the past events to enhance the displays.
3. Be sure to include any special instructions to the buyer (when to call, how to arrange and expiration dates).

* For party donations please contact Charlene Rutt at 612-396-1878 or charlene@fawbushs.com

Questions? Call or email the Live & Silent Auctions Co-Chairs:
Maranda McCarthy 612-325-3218 or Courtney Steilen 612-387-3673
or email at support@havananight2013.com