

VocalEssence Gala Auction Donation Form



Please complete all information, sign form, and mail or fax to:
VocalEssence Gala, 1900 Nicollet Avenue, Minneapolis, MN 55403
Fax: 612/547-1484 Questions? Call Laura Holst, 612-547-1473

SATURDAY MAY 3, 2008 THE HISTORIC MILWAUKEE DEPOT, MINNEAPOLIS

ITEM INFORMATION=====

Item donated (in 5 words or less) _____

Detailed description of item (please provide information that will help "sell" your item)

Restrictions on item (expiration date for service provided, travel blackout dates, age minimum for event tickets, etc.)

Value of item \$_____

If item is a service or experience, will the donor provide a gift certificate for the item? [] Yes [] No
(If no, VocalEssence will prepare a gift certificate for the item based on the information on this form.)

Is the item delivered with this form? [] Yes [] No

If no, location where is the item stored _____

Contact person we should call to arrange pick-up of item _____

Contact daytime phone _____ Contact e-mail _____

If applicable, will the donor provide visual aids to display with item at the Gala? [] Yes [] No

If yes, are the visual aids provided with this form? [] Yes [] No

If no, contact person we should call for visual aids _____

Contact daytime phone _____ Contact e-mail _____

DONOR INFORMATION=====

Name (please print) _____ Signature _____

Donor Name(s) as you wish to be acknowledged in printed gala materials

Email _____

Daytime phone _____ Evening phone _____

Address _____

City, State, Zip _____

THANK YOU FOR YOUR SUPPORT!

Please fill out the entire form as completely as possible before returning to VocalEssence. VocalEssence is a certified non-profit and tax-exempt organization 501(c)(3), Federal ID #41-1363849. You will receive a letter confirming your donation to VocalEssence. Thank you!

=====FOR OFFICE USE ONLY=====

Solicitor Name _____

Item title (to appear in Auction Catalog) _____

Auction Pay Number _____ Category _____ Catalog Number _____

Date form received _____ Date item received _____

Location where VocalEssence is storing the item _____

Describe any follow up needed _____