

AUCTION ITEM DESCRIPTION SHEET 2010 –  Please use this new form

Print

www.BeGreatAlameda.org

Please Complete ENTIRE Form

Today's Date: _____

Donated Item

Exactly how should donor be credited in the catalog?:

Complete Description: Include all facts for catalog description and publicity; for example: "Attachment OK"
(interesting facts, model, unusual aspects, rarity, size and color, dates, information on donor, etc.)

Limitation: (Number of persons, time of year, excluded dates, geographical limitations, insurance required, etc.)

How can this item be enhanced/illustrated? (Attach artwork, brochures, publicity, pictures, etc. ~ please include)

Approximate value of item (try to be as exact as possible): →

Certificate #(s)
\$ _____

Solicited by: _____ Solicitor Email: _____
 Solicitor Day Phone: (____) ____ - _____
 (↑ Other than through the mail from ABGC)

DONOR INFORMATION: (Please Print)

Name: _____	Contact: _____
Address: _____	Position: _____
State: _____ Zip: _____	City: _____
E-Mail: _____	Phone Mobile: (____) ____ - _____
Website: _____	Phone Day: (____) ____ - _____
	Fax: (____) ____ - _____

Will this item be physically presented? Yes No

If yes, when will you deliver item to ABGC? _____

Gift Certificate Attached? Yes No

ABGC will have to write a Gift Certificate? Yes No

→ **Item Description Sheet Sent to ABGC Via:**

- Mail Fax Online Email
 Hand delivered to Solicitor Hand delivered to Admin. Office



BOYS & GIRLS CLUB
OF ALAMEDA

P.O. Box 1069 or 2900 Main St., Suite 100
Alameda, CA 94501
(510) 522-4900 Fax: (510) 522-3320
auction@alamedabgc.org

Online Submission - WWW.alamedabgc.org
Tax ID Non Profit 501(c)(3) #94-1312299

For Office Use Only:

SHEET PROOFED BY: _____ **Date:** _____
Date Entered Auction Pay: _____ **Entered By:** _____ **Item #** _____ **Package #** _____ **Section #** _____
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