



2018 SITE Silent Auction Donation Form

Date: November 14, 2018

Location: Intercontinental New York Barclay, 111 East 48th St. ([Barclay Salon](#)), 6:30-9:30pm

PLEASE PRINT PRIMARY CONTACT NAME FOR DONATION

Contact Name:

Company:

Address:

City, State, Zip:

Email:

Phone:

PLEASE COMPLETE ALL DONATION INFORMATION

Description of Donated Item(s) -- Description will be used in the program (**no more than one paragraph**). Please list any and all restrictions or black out dates. If none are listed, the item will be a non-restricted gift.

Retail Value (*MUST be at least \$100 - this will determine the opening bid*): \$

For the auction book, the donor should be listed as: _____

The Donor is a (*please check one*): Individual Company

Expiration Date of donation (if applicable): _____

Important -- Please prepare a letter of congratulations on your company stationery to be handed out to the winning bidder. The letter should include all pertinent information about the donated item and any restrictions that apply. Please retain a copy of this form and mail the original, with the letter of congratulations and **TWO COPIES of PROMOTIONAL MATERIALS** to:

Name: Jeannette M. Lupachino, CMM, CIS, HMCC
Address: 714 Darla Road, Mechanicsburg, PA 17055
Phone: 717.576.8910
Email: jea@eventsenvied.com

Please return this form and your donation by November 1, 2018

If donation is a large item and can't be sent, please contact Jeannette for coordination.