



## Auction Donor Form

### AUCTION CHAIRS

Courtney Mitchell and Lori Watler

### AUCTION ACQUISITION COMMITTEE

Nadine Boutros

Keri Herrin

Brandi Maxwell

Piper Zaleski

Adrienne Cutter

Leigh Kins

Lillian Osowski

Tricia Zieben

Stacy Ellington

Jeanette Leach

Kris Vallee

List my (our) name or company in printed materials as:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

PLEASE INCLUDE WITH THIS FORM ANY PROMOTIONAL BROCHURES AVAILABLE. PLEASE INCLUDE A CLEARLY DEFINED DESCRIPTION OF THE AUCTION ITEM AND NOTE ANY RESTRICTIONS THAT APPLY FOR THE GIFT CERTIFICATE OR SERVICE. THANK YOU!

Item/Service: \_\_\_\_\_

Fair Market Value: \$ \_\_\_\_\_

Valid from 4/6/2013 until: \_\_\_\_\_

Description/Restrictions/Blackout Dates (*Please be specific*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### ITEM DELIVERY DETAILS

*If item is a gift certificate:*

- ☐ Certificate enclosed  
☐ Please prepare certificate

*If item is tangible:*

- ☐ Is included with this form  
☐ Will be delivered to St. Francis Episcopal Day School by 3/27/2013  
☐ Can be picked up on \_\_\_\_\_

For travel destinations (if applicable):

St. Francis Volunteer: \_\_\_\_\_

Guest capacity: \_\_\_\_\_ Number of nights: \_\_\_\_\_ Number of rooms: \_\_\_\_\_ Phone: \_\_\_\_\_

THIS CONTRACT MUST BE RECEIVED BY FEBRUARY 8, 2013, TO BE RECOGNIZED IN THE AUCTION CATALOG.

RETURN THIS FORM WITH THE ITEM VIA:

MAIL:

St. Francis Episcopal Day School

Attention: Gala

335 Piney Point Road

Houston, TX 77024

HAND DELIVERY: *Place in Gala mailbox located near the front desk at our main entrance.*

FAX: 713.458.6199

SCAN AND E-MAIL: [Gala@StFrancisHouston.org](mailto:Gala@StFrancisHouston.org)

#### FOR OFFICE USE ONLY

(Please initial.)

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Entered by: \_\_\_\_\_ Section: \_\_\_\_\_

Item #: \_\_\_\_\_ Package #: \_\_\_\_\_

For more information, contact Abby Clark, director of special events, at 713.458.6116.

TOP COPY — CATALOG COMMITTEE