



ANNUAL AUCTION GALA PROCUREMENT FORM

15717 152nd Ave. SE
 Renton, WA. 98058-5300
 P 425.226.0820 Ext. 126
 F 425.264.0291
 www.rentonchristian.org
 Email: auction@rentonchristian.org

FIN 91-0714189
 501(c) Organization

Inventory No: _____	<i>Office Use Only</i>
Catalog No: _____	<input type="checkbox"/> Live
<input type="checkbox"/> Item Received	<input type="checkbox"/> Silent
<input type="checkbox"/> Certificate Received	<input type="checkbox"/> Almost Live
<input type="checkbox"/> Create Certificate	<input type="checkbox"/> To be Packaged
	<input type="checkbox"/> Other _____

Donated Item(s)

<i>Item/Service Donated: (Please be specific)</i>	<i>Fair Market Value: (Must be stated by donor)</i> \$
<i>We reserve the right to package donated items and edit descriptions</i>	<input type="checkbox"/> <i>My company matches charitable donations</i>
<i>Item/Service Description for Catalog and/or Certificate (75 words or less):</i>	
<i>Item/Service Restriction (Expiration date, exclusions, limitations, special conditions, etc):</i>	
<i>Signature of Donor:</i>	<i>Date:</i>

Donor Name(s) Donor Information

<i>Company Name:</i>		<i>Address 1:</i>	
<i>First Name:</i>	<i>Last Name:</i>	<i>Address 2:</i>	
<i>Name to appear in catalog:</i>		<i>City:</i>	<i>State:</i>
		<i>Zip Code:</i>	
Donor Instructions		Phone Numbers	
<input type="checkbox"/> <i>Item Enclosed</i> <input type="checkbox"/> <i>Donor to Provide Certificate</i> <input type="checkbox"/> <i>Auction Committee to Provide Certificate</i> <input type="checkbox"/> <i>Item to be Picked Up on _____</i> <input type="checkbox"/> <i>Item to be Delivered by Donor by _____</i>		<i>Home:</i> _____ <i>Work:</i> _____ <i>Cell:</i> _____ <i>Fax:</i> _____ <i>Notes:</i> _____	
*ALL items must be delivered or picked up 3 weeks prior to the auction			

Sponsorships & Ads

Silent I, II, or III \$500 Sponsors will receive name listed on the RCS website & in the sponsor area in the catalog; and signage located by the selected Silent Auction area	Almost Live \$1500 Sponsors will receive name listed on the RCS website & in the sponsor area in the catalog; and signage located over the Almost Live area	LIVE \$4000 Sponsors will receive name listed on the RCS website & in the sponsors area in the catalog with a full page ad; and their logo on a table top on all guest tables															
Event Sponsor \$7500 In addition to LIVE, the sponsor will receive recognition on the front cover of the catalog, on the back of all bid cards and on the invitation.	Ads <table border="1"> <tr> <td>1/3 page</td> <td>4.5 x 2.25</td> <td>\$25</td> </tr> <tr> <td>1/2 page</td> <td>4.5 x 3.5</td> <td>\$50</td> </tr> <tr> <td>Full page</td> <td>4.5 x 7.5</td> <td>\$100</td> </tr> </table> ALL ads are B/W & must be submitted in .jpg, .pdf	1/3 page	4.5 x 2.25	\$25	1/2 page	4.5 x 3.5	\$50	Full page	4.5 x 7.5	\$100	Sponsors/Ad Contact: <table border="1"> <tr> <td><i>Phone:</i></td> <td><i>Sponsor Level:</i></td> <td><i>Ad Size:</i></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	<i>Phone:</i>	<i>Sponsor Level:</i>	<i>Ad Size:</i>			
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Full page	4.5 x 7.5	\$100															
<i>Phone:</i>	<i>Sponsor Level:</i>	<i>Ad Size:</i>															

Procurer Information

<i>Procured by:</i>	<i>Phone:</i>	<i>Cell:</i>
<i>Teacher's Name:</i>	<i>Student Name:</i>	<i>Grade:</i>
<i>Email:</i>		
<i>Additional Notes:</i>		

White • Data Entry

Yellow • Item

Pink • Donor