



WMS Spring Gala and Auction – May 12, 2023 | Auction Procurement Form

DONOR INFORMATION	
Donor Name: Business/Individual as it will appear in the Auction Advertising	Acquired by WMS Representative:
Donor Mailing Address 1:	Donor Mailing Address 2:
Donor City, State, Zip:	Donor Phone:
Donor E-mail Address:	
<input type="checkbox"/> Please advise me of sponsorship opportunities. <input type="checkbox"/> I would like to remain anonymous.	
CONTACT INFORMATION (if other than Donor Name):	
Contact Email Address:	Contact Name:
Contact Phone:	Contact Phone:
DONATED GOOD(S)	DONATED SERVICE(S)
<input type="checkbox"/> Item enclosed <input type="checkbox"/> To be delivered by Donor on _____ <input type="checkbox"/> To be picked up by Volunteer Rep on _____ <input type="checkbox"/> To be picked up by winning bidder after auction <input type="checkbox"/> Cash donation enclosed (check made out to WMS)	<input type="checkbox"/> Gift certificate enclosed <input type="checkbox"/> Certificate to be created by Gala committee <input type="checkbox"/> I have digital props (logos and graphics) to enhance listing
TO BE INCLUDED IN THE EVENT PROMOTION, ITEMS MUST BE RECEIVED BY Friday, April 14, 2023. Please describe the item below. Please print legibly and list the fair market value.	
Item Title:	Estimated Fair Market Value: \$
Item Information: Please provide as much information as possible in the fields below, so that we can write a description that will entice our community. The Auction Team will determine the best way to present your donation to the community to maximize its impact.	
Expiration Date:	Restrictions/Blackout dates/Other Special Conditions:
Date Submitted:	Signature:
<p align="center">THANK YOU! We appreciate your support!</p> <p align="center">Fed Tax ID: 91-1212740</p> <p align="center">WMS is a 501(c)(3) corporation. Your donation may be Tax-deductible. Check with your tax advisor.</p>	<p align="center">Please return this form and deliver donations to:</p> <p align="center">Woodinville Montessori School ATTN: Lauren Ng 19102 North Creek Parkway Bothell, WA 98011 Email: gala@woodinvillemontessori.org Tel: (425) 482-3184</p>