HEATHWOOD HALL 26TH ANNUAL AUCTION – SPRING GALA

Bid or Buy Now and Live Auction Item Donation Form

Return by January 8, 2010

A *Bid or Buy Now* and *Live* Auction will be held featuring items valued at $400 and greater. Donation categories include vacation packages, hunting or fishing trips, jewelry, dinner parties and catering, sports and sporting goods, art and home décor, entertainment, personal care and miscellaneous items.

Item: _____

Contact Person: _____

Donor name as you would like it to appear in the catalog: _____

Donor's Address: _____**City**_____**Zip Code**_____

Donor's Phone Number: _____

E-mail Address:_ _____

Please submit a detailed description for the Auction catalog. For vacation homes, include number of bedrooms, baths, and amenities available. List limitations/Restrictions (*dates, times, expiration date, etc***). For vacation homes, include cleaning fees, availability of linens, pet policy, smoking policy, specific date restrictions, expiration date, etc. (Pictures for display are encouraged. These can be attached to the form or emailed to the Auction Office.)**

_____

_____

_____

_____

Notes:

_____

_____

_____

Value of Item: $_____(Estimated value is important to help establish minimum bids.)

All intangible items (for example: services) will have an accompanying gift certificate. Does the Auction Office need to create a gift certificate? Yes No

Does Heathwood need to make arrangements to pick up the item or certificate?
Yes No

Please return this form by January 8th, 2010 to: Heathwood Hall Episcopal School, Attn: Auction Office, 3000 S. Beltline Blvd., Columbia, SC 29201. You may contact us by phone: 803 231-7731, by fax: 803 748-4755 or by e-mail: auction@heathwood.org.

OFFICE USE ONLY

Donation #:_____

Item #:_____

OFFICE USE ONLY
Solicitor: _____
Date Solicited: _____
Item/Gift Certificate Received: _____
(Circle item or gift certificate and write date received.)
Display Received:_____