

**HEATHWOOD HALL EPISCOPAL SCHOOL**  
**FALL FESTIVAL & AUCTION - 2009**  
**Silent Auction Item Donation Form**  
**Return by October 16<sup>th</sup>, 2009**

**A Silent Auction will be held featuring items valued from \$25 up to \$400.**

**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:** \_\_\_\_\_

**Detailed description for the Auction catalog including dates, times, restrictions and expiration date.**

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

**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 October 16<sup>th</sup>, 2009 to: Heathwood Hall Episcopal School, Attn: Auction Office, 3000 S. Beltline Blvd., Columbia, SC 29201. You may contact us by phone, 343-0400 Ext. 231, at the Auction Office, by fax at 803 748-4755 or by e-mail at [auction@heathwood.org](mailto:auction@heathwood.org).*

**Celebrating 26 Years of Caring and Giving to the Heathwood Hall Auction!**

**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:** \_\_\_\_\_