

St. Clare of Montefalco Auction Donor/Ad Verification Form

Auction Date: 03-07-09

Thank you for your contribution to the St. Clare of Montefalco PTO Auction! We welcome your support and are pleased to list your name in the program. Each bidder will receive a program on the night of the auction.

DONOR INFORMATION - PLEASE PRINT FIRMLY

Name of Donor: _____
 Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Work Phone: _____ Home Phone: _____
 E-mail address: _____ Fax: _____

Please describe the gift completely. You may use an additional sheet if necessary. This will allow us to represent your gift accurately in the program and in any publicity materials. The pink form is your receipt.

Value: \$ _____ Please explain any restriction or special instructions including expiration/claim dates:

In lieu of providing an item for auction, I am enclosing a gift of money. Amount enclosed: \$ _____

Please check off all that apply to your gift

- _____ Merchandise only
- _____ Gift Certificate
- _____ Merchandise and gift certificate
- _____ Other: _____

Item is:

- _____ Enclosed
- _____ Will deliver by: _____
- _____ Needs to be picked up
- _____ Other: _____

*Sponsorship ads are available at the prices listed below.
 Please make checks payable to St. Clare PTO.*

Type	Cost	Premium Positions (call for availability):
_____ Full Page (7"x 10")	\$100	Program Back cover — \$200
_____ 1/2 Page (7"x 5" or 10"x 3.5")	\$75	Inside Front or Inside Back Cover — \$150
_____ 1/4 Page (7"x 2.5", or 5"x 3.5")	\$50	
_____ Business Card (actual size)	\$25	

Please include camera ready artwork.

 Authorized Signature for Gift/ Advertisement Printed Name Date

Please return to: St. Clare PTO, c/o St. Clare School, 16231 Charlevoix, Grosse Pointe Park, MI 48230
 www.stclare.org Questions call: 313-647-5100

Item No.: _____ Company Name: _____
 (for committee use only)
 Tax: _____ Min. Bid \$ _____ Min. Raise \$ _____
 St. Clare Representative: _____
 Buy It Now \$ _____