

Donor: *(Print as it should appear in catalog)* _____

Contact Person: *(if different from above)* _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (day) _____ (evening) _____

Email: _____ May we add you to our email list? YES

Item being donated:

Item description: *Be as complete as possible. Include any restrictions of use or other information helpful to the bidder. Provide expiration dates for certificates, tickets, trips, etc. Description will be used in auction catalog and other listings; Springfield Arts Council reserves the right to edit as deemed necessary.*

Estimated Retail Value: _____ *(Items valued at \$50.00 or more are preferred)*

Gift Certificates are necessary for service-oriented items.

Certificate enclosed SAC creates certificate Donor will mail Other _____

Item Delivery: Items must be received at Springfield Arts Council office not later than **Friday, February 26, 2010.**

Donor will deliver item Donor will mail item Springfield Arts Council to pick up

Delivery details/ special arrangements: _____

Please return this completed form by Friday, February 26, 2010 to:

**Springfield Arts Council
PO Box 745 • 117 S. Fountain Avenue
Springfield, OH 45501
937-324-2712 • FAX: 937-324-3170**

OFFICE USE

Tracking No:	Catalog No:	Category:	Packaged with:

Download Donor Form, complete, and mail to above address. We will return a copy for your records.