

AUCTION 2010 DONATION FORM

I will donate a treasure, an experience, or a service!

Please complete both sides of this form, and use a separate form for each donation. Additional copies are available at www.uuharvard.org/auction.aspx or in the church lobby.

Donor Name(s) _____

Address _____

Phone _____ Email _____

My donation is _____

Choose how your donation should be sold (complete either the left or right column)

<p>True Auction (won by a single bidder at the highest price)</p> <p>Approximate retail value \$ _____</p> <p>Date of event or service _____ (if applicable)</p>

OR

<p>Fixed Price Sale (available to multiple buyers at a fixed price)</p> <p>Fixed price \$ _____ / person</p> <p>Maximum number of buyers _____</p> <p>Date of event or service _____ (if applicable)</p>

Please describe your donation in detail (what, who, where, how much, why, when, etc.) in the following lines, and attach additional paper as necessary. Your rich description will allow us to better describe your donation in the auction catalog and other materials.

OR

_____ **I made the same donation last year.
Please use last year's catalog description.**

_____ (continued on the reverse)

Please send your completed form by Monday Apr. 19th to Harvard Unitarian Universalist Church, c/o Auction Committee, P.O. Box 217, Harvard, MA 01451. If you have questions, contact Barbara at 978-772-7733 or barbarakemp@charter.net.

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Choose one of the ways your auction item will be delivered.

I will send or deliver my donation to: Charles Redinger at 121 Ayer Road, Harvard.

I will deliver my donation to the church.

Have the auction committee call me and we will figure it out.

Auction Style Definitions

A "True Auction" is a traditional auction format in which one bidder outbids the next, until the highest price anyone is willing to pay has been reached. The auction item is awarded to the highest bidder. Treasures, art, services, vacation homes, and other deliverables are sold as "True Auctions." This format is used when only one or one lot is available: two weeks at a vacation home, four tickets to a sporting event, one handmade item, etc.

A "Fixed Price Sale" is a party, class, gathering or other experience that is made available to multiple bidders who all pay the same price. A maximum number of participants and the date of the event is specified by the donor, and the auction ends when that number of people have signed up for the event. Sold in the silent auction format, "Fixed Price Sales" include dinners, tours, classes, and parties. For example, a Chinese dinner party for 10 people with a fixed price of \$20.00 per person will go to the first 10 people who sign up on the bid sheet.

The Fine Print

Item donations cannot be accepted the day of the auction. Please make appropriate arrangements in advance to get your donation to the church (see above).

The auction committee, at its sole discretion, will decide if your donation will be sold in the silent or live auction.

The silent auction will begin at 5:00 p.m. In order to allow bidders to monitor the closing of more than one item, closing times of the rooms will be staggered. Rooms will close between 6:15 and 7:00 p.m. and each room's impending closing will be announced over the public address system multiple times. The live auction will begin at 7:15 p.m.

If a silent auction item is attracting a lot of interest during the bidding, the auctioneer may move the item to the live auction.

Additional bidding instructions will be provided in the auction catalog, which will be mailed in advance of the auction.