



# Questions Regarding Auction Items

## **Do I have to stick with the suggested donation ideas?**

No! What we are looking for are new (unused) items, services and experiences that you feel someone else would enjoy. The items listed are only ideas that have been successful at previous auctions. Use your imagination and get creative!

## **Where do I get auction items?**

Auction items can be purchased personally or solicited from friends, family-owned businesses, your employer, stores you frequent, restaurants, spas, salons...the list is endless. You might be inclined to use your rewards programs and redeem some points to purchase items that could be used for the auctions.

## **How important is the Auction Donation form?**

These forms are VERY important. Please complete the ENTIRE form and be sure to include a detailed description of your donation, as it is vital to the auction catalogue write-up. We want to present your donation in the best possible way. The information is used for inventory, the auction catalogue and for tax receipt purposes. This form is also used to send a letter of thanks to the donors, therefore, the contact information including the E-MAIL address is extremely important.

## **Why do we have to hand in the Auction Donation forms so early?**

The Donation Form deadline must be strictly adhered to, this deadline ensures that all donation items can be properly categorized, catalogued and display wrapped in an organized manner. The organizing of the Auctions and the donated items both Silent and Live is an extremely time consuming and detailed process, timing is everything, and the deadline is imperative in order to ensure a successful event.

## **What about gift certificates?**

Gift certificates are great! If the donor does not have an official gift certificate, we can create one for them. Simply fill out the form with all the relevant information and we can look after the rest.

## **Where do I drop off the donations and the forms?**

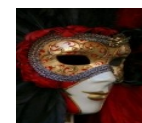
It is important that all donations and forms are handled with care. Please include the form with the donation and drop them at the front office clearly labeled. Dagmar or Erin will put them in the appropriate place. If you need assistance, please ask them for further assistance.

## **When is the Donation deadline?**

Please ensure that all your donations, forms and receipts are handed in by **Monday October 24, 2011**.

## **Do I get a tax receipt?**

Brockton School is a registered charity, and will issue tax receipts in accordance with the Tax Policy described on the back of the Auction Donation Form, providing the request has been made to receive a Tax Receipt on the Donation Form itself – with relevant information provided.



## **Venetian Masquerade Magic - A night of intrigue, magic and mystery**