SOLICITOR CHECKLIST FOR DONATED ITEMS

DEADLINE MARCH 16TH, 2012 www.wsfgrandauction.com

ITEM DETAIL

- **CATALOG TITLE** -- As it will appear in the catalog, think short and sweet.
- **DESCRIPTION --** Please be brief and succinct. Please include restrictions: gender and age group at end of description. Please do NOT include bullets in description.

TYPE OF DONATION - choose one of the following:

- **ITEM OR SERVICE** (choose one of the following)
  - Donor will deliver item to WSF by Friday, May 18, 2012
  - Item must be picked up from donor by an auction volunteer
  - Donor will coordinate delivery with winning bidder
- **EVENT, PARTY, CLINIC OR WORKSHOP**
  - Number of Guests (required)
  - Location (optional)
  - How will this event be scheduled? (required)
    - By Mutual Agreement **OR**
    - Date is Already Set
- **UNDERWRITING** (choose one of the following) **Please refer all underwriting to Karina Fitch kva202@nyu.edu
  - General
  - Sponsor a Teacher
  - To be Applied to a Specific Auction Item
  - Amount

DONOR DETAIL

- **LEAD DONOR** (required)
  - This should be the donor's name as you wish it to be listed in the auction catalog.
- **LEAD DONOR EMAIL** (required)
  - SOLICITORS: This must be the DONOR'S email, NOT yours. Upon submission of this form, an email will be sent to the donor automatically to serve as a confirmation of their commitment to donate. If the donor is a minor, please enter the parent or guardian's email.
- **If this donor is NOT a current parent at Woodside Elementary you must include following information**
  - FIRST NAME *
  - LAST NAME *
  - COMPANY
  - WEBSITE
  - STREET ADDRESS *
  - STREET ADDRESS LINE 2 CITY, STATE & ZIP *
  - PHONE
- **LEAD DONOR VALUE** (required) If there are multiple donors split value accordingly. Values will be totaled automatically.
- **DONATION SPLIT** (choose one of the following)
  - Lead Donor is sole donor of this item
  - Lead Donor is splitting the value of this item with other donors (Continue to add donors below)
  - Lead Donor is donating a specific piece of a multi-donor packaged item (Continue to add donors below)

CREDENTIALS

- **I am an auction solicitor entering an item on behalf of a donor OR**
- **I am the donor and solicitor of this item**
  - SOLICITOR NAME *
  - SOLICITOR EMAIL *
- **RECOMMENDED CATEGORY (required)**
  - Live
  - Premier Silent
  - Silent (then choose from a list of this year's silent categories)
  - Other