



Silent or Live Auction Item Donation Form

26th Anniversary Night of a Thousand Gowns Charity Ball

Marriott Marquis Hotel, Times Square, New York City
Saturday, March 31, 2012
www.icny.org

Lot # _____
Received by _____
Date _____
Distributed _____
Item r'cvd by _____
Date _____

Please fill out this form completely; all information requested is required.

Contact Name _____
Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Imperial Court Solicitor _____
Donor Name as it should appear in printed materials _____

Auction Donation Information

_____ Physical Item (no certificate needed) _____ Gift Certificate
_____ Please provide a Court certificate for winning bidder to redeem item
_____ A certificate for my donation will be delivered by date indicated below
Auction Item Name _____ Estimated Value \$ _____
Lowest Acceptable Opening Bid \$ _____
Date item or certificate will be delivered to, or ready to be picked up by the Court _____

For all donations: please send graphics for Auction marketing materials to sagraphics@icny.org in the following formats:

1. Company logo or graphic identity (minimum 300 dpi in jpeg, tiff, or Illustrator format)
2. Supporting Images of item/company (minimum 5 x 7 @ 300dpi in jpeg or tiff format)
3. Please use a subject line reading: **Silent Auction Donation from [Your Name]**

For certificate items, supporting graphics are critical to showcase the item at the Ball.

Please check one:

_____ Travel _____ Fashion & Apparel _____ Jewelry & Accessories
_____ Pampering _____ Food/Restaurant _____ Furniture
_____ Home Accessories _____ Celebrity/One-of-a-Kind _____ Collectible
_____ Entertainment _____ Memorabilia _____ Other _____

Description (as you wish it to appear. If applicable, please include dimensions. 25 words maximum) _____

Restrictions (black out dates, expiration, etc. 25 words maximum) _____

Send or deliver your item to: Richard Salfas, c/o Music Theatre International, 421 West 54th St., New York, NY 10019 (between 9th & 10th Avenues) Or, to arrange for pickup, phone: 917-442-2948

All decisions related to items offered for the auction are at the full discretion of the 2012 Night of a Thousand Gowns Auction Committee and the Imperial Court of New York. Any items valued at less than \$200 may be declined or will be packaged with other items. All items donated are considered charitable gifts to the organization and therefore are irrevocable.

Thank you for your generous donation!