



Season Opener Donation Instructions

Dear Dancers and Families,

As a member of PDT Company, your involvement with the Season Opener is vital to its success. All Dancers are required to collect a minimum of one auction item valued at least \$100. Parent volunteers are essential to make the event run smoothly. There are many jobs and volunteer opportunities that are available for you to choose from.

There are two things that you will need to collect auction donations. One is the procurement letter from the company that goes to businesses to explain about our ballet company and the event. The other is the donation form. Filling out the donation form correctly is very important for our volunteers to enter the information into the auction software.

The most important part of the donation form is that there must be ONE form for each and every item you donate. Here are some examples.

*If you get a basket with multiple items from a donor that should be sold as one collection, then you can fill out ONE donation form with a description of what the basket contains.

*If you get several gift cards, each card needs its OWN donation form. This way we can pair the cards with other items to make an auction offering. Such as, dinner and a movie.

*If you get several items from one donor that do not go together, each item needs its own form. For example if you get a bottle of wine, a book and a scarf, each item needs its OWN form.

*Each donor must receive a form for whatever they donate for tax purposes and so we can personally thank them.

Instructions on filling out the form

#1 Item name: Tell us what the item is, for example: Wine basket, or Bracelet

#2 Detailed description: Describe the item. Tell us what makes it unique from a vast sea of other items. For example: 3 bottles of red wine, or an aquamarine and diamond bracelet.

#3 Item value: This is generally the fair market value of the item, supplied by the donor, or whatever you may have spent on it.

#4 Procured by (Dancers Name): Put your dancers name here so that they will get credit for the donation.

#5 Donated by (Individual's Name): If you, or your best friend donated an item, put the name of the person in this space and a N/A in the "Business" space so we know they are not a business. If it is a business, put the name of the business owner/manager that arranged for the donation.

#6 Donated by (Business) Provide the name of the business that donated the item.

#7 Provide the phone number, mailing address and email for each donor. We send thank you notes and add the businesses to our donor list for future auction contacts.

#8 Boxes at the bottom: These are for office use only. Do not fill them out.

#9 The white and yellow copy goes to PDT, the donor gets the pink copy.

Thank you so much,

Julie Ross

Auction Procurement Volunteer