

# Donating a Party or Experience?

*Please return this form filled out completely to Branch School Office as soon as possible. Or email a version to BranchAuctionAG@gmail.com*

**Due 10/7**

Event Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Please provide a **detailed description** of the event to be published in the Auction Catalog. Please be as **specific** as possible! Food? Drink? Theme? How will this differentiate from other parties?

---

---

---

---

---

Location: \_\_\_\_\_ Date/Time \_\_\_\_\_

Please list any specific restrictions(kids vs adults only?), number of people that can come, terms & conditions, expiration dates, etc.

---

---

---

Additional Hosts:

---

---

(Please include phone/email addresses)

Can the Auction Committee contact you with helpful suggestions? \_\_\_\_

\*Please note all donations are non-refundable. Be sure the terms & conditions of your party or experience are abundantly clear and acceptable to all those involved. We highly encourage your event to have a specific date and time. Please be as detailed as possible to avoid any misunderstandings. Committee has reserved the right to put your donation in any part of the auction (Raffle, Live, Silent etc) that we feel will generate the most revenue