

The Drama-Play Connection, Inc.

AUCTION ITEM / DONATION FORM

PLEASE USE ONE FORM FOR EACH ITEM DONATED

Company/Donors Name: _____ Contact Name: _____

How shall the donation be acknowledged in the Program? _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Web site: _____

PRODUCT DESCRIPTION (Please print or type)

Name of Item: _____ Cost or Value: _____

Description of Item: (Please be specific. Include all restrictions, black-out dates, expiration dates, and other limitations on the use and availability of the item). Attach separate sheet if necessary. _____

Manufacturer: _____ Model #: _____

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please provide a letter or certificate including the following information:

- Name of product or service
- Description of what is included and what is excluded
- Name of person to contact for further information
- Instructions on how to redeem item
- Include any additional information such as a photo or descriptive brochure as appropriate
- Date of expiration

SHIPPING OPTIONS: (Check one) Items must be delivered by January 10th, 2008. Please deliver your item(s) as soon as possible so we can catalog and begin to publicize them. If you have photos for our web site, please deliver them as well.

- I, or a representative of my company, will deliver the above listed item(s) to The Drama-Play Connection at 298 Crescent Street, Waltham, MA 02453. Please call for best times.
- Our company will ship the above item(s) to The Drama-Play Connection at 298 Crescent Street, Waltham, MA 02453.
- I will need assistance getting my item to The Drama-Play Connection, Inc.