



**WineDiscovery 2018**  
**Metroport Rotary Charities**  
**Auction Donation Commitment Form** v2.0



**METROPORT**  
**ROTARY CLUB**

*Drop in or visit Metroport Rotary at the Marriott Solana on Fridays at 7am!*

**Southlake Rotary Club** – Visit us at Timarron Country Club in Southlake TX on Fridays at Noon!

**Keller Rotary Club** - Visit us at the Sky Creek Ranch Golf Club in Keller TX on Tuesdays at Noon!

Join us for WINEDISCOVERY on April 28 2018, 7 -10:30 pm at the MARQ of Southlake!

Contact \_\_\_\_\_

Name of Donor \_\_\_\_\_  
 (Individual/Company) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_  Check here if you prefer not to be acknowledged in publicity or signage

Recognition Listing: \_\_\_\_\_  
 (Please list exactly as it should appear in promotional materials, including capitals & abbreviations)

List your Web link: \_\_\_\_\_

**WE WILL PROMOTE YOU & YOUR DONATION PRIOR TO AND DURING THE EVENT USING YOUR LOGO & A PICTURE CAPTURED FROM YOUR WEBSITE. IF YOU PREFER OR HAVE A SPECIAL ITEM NOT PICTURED ONLINE, PLEASE SEND A PHOTO OR PICTURE IN JPG FORMAT TO [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com)**

**ITEM INFORMATION - This description will be displayed online, at the event, in social media & program listing**

Short Description: \_\_\_\_\_

Long Description for the auction: \_\_\_\_\_

Any Restrictions or Expiration? \_\_\_\_\_ Retail value of donation: (\$100 minimum please)

**NO AUCTION ITEM COMMITMENT FORMS WILL BE ACCEPTED AFTER APRIL 20 2018. Items not delivered/received by 2:30 pm on April 28 will be removed from the auction & the item & donor will not be further promoted.** The Auction Committee reserves the right to reject, combine, split up or repackage items. Items that will not be accepted include; vintage server ware, used items or items with an expiration date less than 6 months from 4/28/2018.

**Donor Sign & Date :** \_\_\_\_\_

**Keep this receipt with your tax records. Your charitable deduction may be disallowed if you are unable to provide this acknowledgement to the Internal Revenue Service upon request.**

As required by the Internal Revenue Service code, Metroport Rotary Charities, a 501(c)(3), uses this form to acknowledge your contributions in writing and to state that we provided no goods or services in consideration for your gift. Therefore, the full amount of your donation is a tax-deductible contribution to the extent allowed by law. Consult your tax advisor for details.

**Display Details** -Requires Easel Floor space to stand Space to Lean or Hang

- Items to be custom ordered, picked up after the event or too large or bulky to be at the event must have a Gift Certificate. We can make a Gift Certificate but need pictures or graphics for the tabletop display and auction item booklet.
- Does item need to be picked up or ordered after event? No Yes, Provide a certificate or request one below. If you provide the certificate, ensure Expiration Date, Contact Name and Phone Number are listed on the certificate.
- DO YOU NEED US TO CREATE A GIFT CERTIFICATE? N/A No–Donor will Provide  
Yes List Contact Name and Phone Number \_\_\_\_\_  
Check here if Donor is sending a graphic \_\_\_\_\_  
 List Expiration date: \_\_\_\_\_ (cannot be less than 6 mo. from event)

**Rotary Contact**

**Text a picture, scan & send a copy or email this completed form to**  
**Donald Odiwo 817-422-8003 [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com)**