



WineDiscovery 2019
Metroport Rotary Charities
Auction Donation Form v3.0



METROPORT
ROTARY CLUB

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

Join us for WINEDISCOVERY on May 4th, 2019, 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 RECOGNIZE 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

ITEM INFORMATION - This description will be displayed online, at the event, in social media & program listing. We may abbreviate or add information as required for space and layout & category considerations.

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 26. Items not delivered/received by 2:00 pm on May 4th 2019 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 5/4/2019. See Auction Item Guidelines for additional information on auction items.

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)

Name of Rotary Contact: _____

Scan & email or text a copy of this completed form to Donald Odiwo 817-422-8003 MetroportWineDiscovery@gmail.com