



23rd Annual Festival of Trees

Silent Auction Item Entry Form

Teddy Bear Tea • Sunday, November 27, 2011
Festival of Trees • Tuesday, November 29, 2011



Silent Auction Set-Up:

Tuesday, November 29, 2011
Noon to 4:00 p.m.
Boys & Girls Club of Central Wyoming (1701 East K Street)

It is our intent to stage this year's silent auction with unique gift giving selections. Whether it be for them, a spouse, child/grandchild or party hostess; bidders are sure to be delighted with the opportunity to win exclusively packaged gifts that may not even be available to the general public.

When deciding on a contribution, please consider assembling a unique showcase of your business at the start of the holiday season. As the typical value range for a Silent Auction item is between \$50 and \$500, it may sometimes be necessary to group items donated by different companies into one "auction item".

- Silent auction items may be:
 - Dropped off to the Special Olympics Wyoming office before Wednesday, November 24th
 - Arranged to be picked by a committee member before Wednesday, November 24th
 - Dropped off to the Boys and Girls Club:
 - ~on Saturday, November 26th between Noon and 4:00 p.m.
 - ~no deliveries on Tuesday, November 29th please
- Please be sure items are sturdy and decorations well secured as they will be moved several times.
- Please include packing box if possible to help purchaser transport the item home.
- Lights must be secured with florist wire. Please include replacement bulbs.

Deadline

Please fill out and return this form by Wednesday, October 12, 2011

Business: _____ Estimated Value of Item: _____

Address: _____ City, State, Zip: _____

Contact Person: _____ Phone #: _____ e-mail: _____

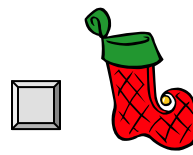
Please identify type of item being donated by checking appropriate box.



Small Tree



Wreath



Stocking



Packaged "Gift" Selection

Decoration of each item is the responsibility of the donating entity.

A description of item must be included on reverse and may be published in event program.

Fax to (307) 235-3063 Attn: Erin Gamroth, Director of Special Events and PR
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