

Musicfest Procurement Details

Package Name: _____

Value (Not what you paid, but the retail value): \$ _____

Was there a cost to create this package? \$ _____

Description of item(s) in package: *Please be specific*

Is there a gift card included? Yes or No Amount: \$ _____

Donor Name: _____

Anonymous? Yes No Should the donor be listed on online auction? Yes No

Was the Donor Thanked? Yes No Does a Letter of Receipt Need to be Sent? Yes No

Is there a minimum starting bid required for this package? \$ _____

Is there a minimum raise amount for this package? \$ _____ *If not, the computer will automatically set the starting bid and raise amounts. Some donors have specific requests, if that is the case, we want to honor those details.*

Are there any specific restrictions concerning this package? *(Black out dates, etc.)*

Who was the Soliciting Member who collected this contribution: _____

Thank you in advance for completing this form for each package. These details will help to create the fundraising online auction event.