

Our Lady of the Chesapeake Live and Silent Auction Donation Form-2016

**CONTACT INFORMATION (Please print or type)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

**DONATED ITEM (Please print or type)**

Name of Item Donated: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Cost or Value: \_\_\_\_\_

Description of Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS**

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

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

Please return donations to the church office:

Our Lady of the Chesapeake  
8325 Ventnor Road  
Pasadena, MD 21122  
Attention: Homeless Ministry