



Sparkle and Shine!

Services Auction

November 19, 2011

Promissory Note

Please explain in detail what you would like to offer. Include (when applicable) the date for which you are offering the service or event, advance time needed (as with food items), details of offering (lasagna which will serve six), number of times offered (a dinner in my home for ten people or a loaf of bread offered twice), length of time of offering (four hours of yard work), and any additional information to make your offering as clear and as interesting as possible. Please use a separate Promissory Note for each offering. Extras are available in the foyer, or feel free to photocopy this one. See the back for ideas. Please return these forms by October 16 to the box in the foyer. Thank you!

TITLE OF EVENT or ITEM _____

DONOR(S) _____

DATE/TIME _____

DESCRIPTION OF ITEM OFFERED _____

MINIMUM BID \$ _____ *PER (e.g. person/loaf/trip)* _____

TIMES OFFERED (e.g. 10 people, 4 loaves, 2 trips) _____

When will item be available? Auction Night _____ *On date indicated* _____ *To be arranged* _____

Will samples be on display? Yes _____ *No* _____

"Good Faith" fair market value of your offering (to conform to IRS regulations) \$ _____

SIGNATURE _____ *PHONE* _____

A HOW-TO GUIDE: BEFORE THE AUCTION

- #1 Decide what you'd like to offer.
- #2 Complete your Promissory Note(s) and send in by October 16th.
- #3 Beginning October 30th, make your reservations for dinner (\$20 per adult).
- #4 A Services Auction Booklet with details on all of the items offered will be mailed to you at the beginning of November with complete bidding instruction.
- #5 Buy a bidding number (\$5) in advance or on night of Auction.
- #6 Look at offerings on display in the Social Hall, and start to bid on your choices. (You need a bidding number to do this.)

BRIGHT IDEAS – SUGGESTIONS FOR OFFERINGS

Parties

Champagne Brunch
Poker/Games Party
Evening of Ethnic Foods
Holiday Cocktail Party
Sunday Brunch
Pool Party
Mardi Gras Party

Foods

Holiday Pies or Cookies
Tray of Lasagna
Homemade Bread or Soups
Gourmet Anything
Casserole for Centers Night
Chocolate Anything
Cheesecake

Excursions

Day or Evening Boat Trip
Use of Vacation Home
Weekend in New York City

Instruction

Piano, voice or other instrument
Digital Camera/Computer Lesson(s)
Public Speaking Lesson(s)
Bread-Making Lesson(s)
Tennis Lesson

Services

Food Shopping
Gift Wrapping
Baby-Sitting
Pet-Sitting
Yard Work



HINTS FOR FILLING OUT THE PROMISSORY NOTE

Please Print All Information!

Description: Make it clear, interesting, tantalizing, wild-sounding, funny. Most of us will jump at a chance to buy something new!

Dates: Provide dates for events. If you cannot be exact, reduce the uncertainty by narrowing it down to "a Saturday afternoon in June," for example.

Minimum Bid: Please list the minimum you will accept. State if it is per person, per family, per dish, per lesson, per series of six lessons, etc. Also note the maximum quantity of people, lessons, food items, etc.

Fair Market Value: We are required by the IRS to give buyers of goods and services a written statement of the value and the amount they can deduct as a charitable contribution. Do your best to estimate what you are offering would sell for in the marketplace.