



**Online Auction - In-Kind Donation Form
DUE JANUARY 31, 2019**

Please email completed form to Sarah Benvenuti at sbenvenuti@bsmny.org, or mail to Bloomingdale School of Music, 323 W. 108th Street, New York, NY 10025.

Contact Information:

Donor Name: _____

Donor Name (if Donor is a company): _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____ Website: _____

Donated Item:

Name of Item:

Item Value: _____

Description of Item*:

*If your item contains multiple services or products, please detail this in the description.

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

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

THANK YOU FOR YOUR SUPPORT!