



For office use only:
Item #:

North Shore Unitarian Church Heart & Hand Donation

Please see instructions on reverse.

Name(s): _____

Address: _____

Email: _____ Phone: _____

I will donate the following item/service/event to the North Shore Unitarian Church Heart & Hand Auction, to be held on Saturday, April 1, 2023.

Title: _____

Description: _____

Approximate value of my donation \$ _____ Is this a fixed price? NO _____ YES _____

Suggested opening bid \$ _____ (same as above if fixed price)

Are you willing to offer this item more than once? NO _____ YES _____ TIMES _____

Do you prefer your donation be in the live or silent auction? LIVE _____ SILENT _____

Any special conditions? _____

Additional info. for EVENTS:

The day and date of my event is _____

day of the week _____ *date* _____

The hours of the event are _____

start time _____ *end time* _____

Maximum number of people _____

INSTRUCTIONS

1. Describe the item, event or service in detail. Your detailed description will be used in the Heart and Hand Auction catalog. Please write legibly or type your description.
2. Pick a couple of potential dates for your event or service prior to filling out the form.
3. Check the **Church Calendar** to avoid scheduling conflicts with major congregational events (e.g. Rummage Sale, Affirmation Weekend). You can check the church calendar on line or email the church office at office@nsuc.org.
4. Check the **Heart and Hand Calendar** to avoid scheduling conflicts with other parties and events offered during the year. You can check the HH calendar after services on Sundays or email Christina Meyers at cmm31313@comcast.net.
5. State any conditions (e.g., my special dessert cannot be made during the Christmas holidays; these tickets are for the June 2nd performance only.)
6. Indicate the number of guests you would like at your event.
7. Please indicate if you prefer your donation be part of the live or silent auction. **We may contact you to request moving your donation to the live or silent auction.**
8. State the approximate value of the donation. This is the market price for this event. Stated differently, this is what someone would pay for this item if they bought it outside of NSUC.
9. Indicate whether your donation is a fixed price per offering.
10. State the suggested fixed or opening bid. The fixed price used will be the stated value.
11. Indicate if you are willing to offer this service or item more than once.
12. Only one service or item per form. Please fill out separate forms for separate items.

The Heart & Hand Committee is available in the Hearth Room every Sunday beginning January 22, 2023 to answer questions and offer guidance on determining both the market value and the opening bid of your donation.

Your costs of the event, as the donor, are tax deductible to the maximum extent permitted by applicable law, so keep your receipts!