To generate excitement leading up to the Silent Auction, we are posting photos of donated items on the CAC Facebook page (bidding will still take place in person at the conference reception). Please send a JPEG of your object for us to post ASAP! Alternatively, send your donation in early, and we will photograph it for you.

**Please email completed form (with JPEG image if possible) to** [**cac.accr.auction@gmail.com**](mailto:cac.accr.auction@gmail.com) **(Attn: Emily White).** Completed donation forms **must** be received by **Monday, April 20, 2020** at the latest.

**Choose one of the following options** (use ONE form for EACH item donated)**:**

☐ I will mail or bring the donation to:

**Attn:** **Shannon Coles, CAC Silent Auction**

**17 Division Street, Guelph, Ontario, N1H 1R1**

(item must be received by Monday, April 27, 2020)

☐ I will bring the donation to the conference reception on Friday, May 8, 2020:

**Art Gallery of Hamilton**

**The Joey and Toby Tanenbaum Pavilion**

**123 King Street West, Hamilton, Ontario, L8P 4S8**

1. Donor name (as will appear on bid sheet):
2. Address:
3. Phone number:
4. Email:
5. Whom do we thank for item (if different from donor):
6. Do you wish to receive a donation receipt (subject to CRA rules and regulations): ☐ Yes ☐ No
7. Description of item donated:
8. Dimensions of item:
9. Cost or value:

**Please Note:**

Please consider the size and weight of the object you choose to donate. Many of our attendees will be covering long distances, so try to keep your donations travel-friendly. We strongly suggest limiting donations to 11” x 14” x 3” in size.

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

* Name of product or service
* Description of what is included and excluded
* Name, address, phone number, email of you or your company
* Instructions on how to redeem product or service
* Date of expiration

You can include additional information, such as a photo, brochure, etc. as appropriate.