



THE STEWARD SCHOOL

**SILENT & LIVE AUCTION DONATION FORM**

Virginia Museum of Fine Arts, Saturday, March 2, 2019

Item(s) to be donated: \_\_\_\_\_

Additional Description: \_\_\_\_\_

Restrictions (valid day(s)/time(s), expiration date, etc.): \_\_\_\_\_

\*Please send a JPEG image of your item or logo to [ecaplice@verizon.net](mailto:ecaplice@verizon.net) by February 11 for use in marketing.

Or, you may authorize us to use a copyrighted image from your website. \_\_\_\_\_ (Initial here.)

*Note: While we welcome décor that might enhance a display of your donation, please limit to one item.*

**Please complete in full so we may properly acknowledge your donation:**

Contact Person: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This donation becomes the property of The Steward School. Donations will be listed in the auction program and we reserve the right to combine items to make a package of enhanced value. **Tax ID #54-0914765.**

**Please return this form with your donation by Friday, February 11, 2019:  
The Steward School, Attn: Gala Committee, 11600 Gayton Road, Richmond, VA 23238**

For more information contact Ellie Caplice, [ecaplice@verizon.net](mailto:ecaplice@verizon.net) or 370-9698 or  
Evelyn Karam, [evelyne@bigo.ch](mailto:evelyne@bigo.ch) or (804) 994-3959.

**Thank you for your support!**

---

*Please keep the bottom of this form as a receipt for tax purposes.*

*The Steward School appreciates your donation of \_\_\_\_\_ to the 2018 Gala. Your donation will support efforts of the Parents Association to enhance community and education for our students and families*

*The donor values the item at \$ \_\_\_\_\_. The School's tax ID # is 54-0914765.*