



For Office Use

Catalog # _____
Tag _____

ROYCEMORE SCHOOL AUCTION DONOR FORM

STEP 1: PLEASE DESCRIBE YOUR DONATION

ITEM _____ Value of Donation \$ _____

Complete Description (include any/all restrictions that apply) _____

- My donation accompanies this form.
- Please call to arrange to pick-up donation.
- I would like to make a cash donation in the amount of \$ _____.
- Please create a certificate for my donation.
- I will deliver donation by April 1st.

STEP 2: PLEASE PROVIDE DONOR INFORMATION AS IT WILL APPEAR IN THE CATALOG

Company _____ Your Name _____

Address _____ City/State/Zip _____

Business Telephone _____ Email _____

STEP 3: I WOULD LIKE TO PURCHASE AN AD WHICH WILL APPEAR IN THE AUCTION CATALOG

AD CONTRACT

Inside Front Cover	\$1500	7 1/2" x 10"
Inside Back Cover	\$1500	7 1/2" x 10"
Outside Back Cover	\$1500	7 1/2" x 10"
Full Page	\$ 500	7 1/2" x 10"
Half Page	\$ 250	7 1/2" x 5"
Quarter Page	\$ 125	3 3/4" x 5"
Business Card	\$ 75	1 1/2" x 3 1/2 "

- Camera-ready art enclosed
(Ad copy, photo or business card may be used)
- Please design Ad
- Repeat Ad from last year

PAYMENT OF AD IS ENCLOSED \$ _____

Please return donor form to **ROYCEMORE SCHOOL**
640 Lincoln Street, Evanston, IL 60201 • 847/866-6055 • Fax 847/866-6545 • www.roycemoreschool.org

Solicited by _____