



2018 MSAE Silent Auction Donation Commitment Form

The MSAE Silent Auction Subcommittee welcomes unique and creative donations. Listed below are some suggestions and ideas gathered from previous years. We request that all prize certificates are valid beginning **July 10, 2018** and good for one year.

Note: Please fill out one Donation Commitment Form per item donated.

Donation Suggestions and Ideas

- Meeting and Event Registration (PCMA, SGMP, ASAE, etc.)
- Books, surveys, products representing your industry
- Hotel accommodations, free overnight for attending a meeting, complimentary breakfast and/or dinner
- Complimentary golf, spa, skiing, concert/theater tickets, cultural activities
- Complimentary tickets to theme/amusement parks, ballgames, breakfast or dinner vouchers at a restaurant
- Airline tickets/vouchers, Michigan Flyer or Transportation tickets/vouchers, gas cards
- Jewelry, apparel, accessories, basket of themed items from a specific region, gift cards from a local store in your area

Required Information

Prize Name _____

Estimated Value \$ _____ (required to set the minimum bid, minimum value no less than \$50)

Donor/Organization _____

Main Contact Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Donor Website Link _____

Is your item a gift certificate or will it require space to be displayed? Yes _____ No _____

****Where Will You Deliver Your Item?** MSAE Office _____ Onsite at the ORGPRO Conference _____

Description (Please provide a creative description of your donation for the auction listing on the ORGPRO website and the onsite preview packet. MSAE Staff reserves the right to make necessary changes to suggested prize name and text. Feel free to attach the description on another sheet of paper if more room is needed.)

Additional Information (if it pertains to your donation)

How Many Room Nights? _____

What Days of the Week? Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

Black Out Dates/Restrictions _____

Food and Beverage (please indicate exactly what it entails): _____

Entertainment (please indicate exactly what it entails, i.e. spa, golf, ski package): _____

Please Submit All Donation Forms By Wednesday, June 27, 2018 to

Kelly Chase, CMP, Member Service Coordinator

Michigan Society of Association Executives

1350 Haslett Road, East Lansing, MI 48823

Phone: 517.332.6723 • Fax: 517.332.6724 • Email: chase@msae.org

****Please drop off your donation to the MSAE office by Monday, July 2, 2018. If you need to deliver your donation onsite, please indicate that on the donation form above or call MSAE at 517-332-6723.**