

Ridgely Middle School PTA

121 Ridgely Road, Lutherville, MD 21093

October 1, 2013

We would like to invite you to participate in a very special event - the **32nd Annual Ridgely Middle School PTA Craft Fair and Silent Auction!** The November 9, 2013 event will take place at Ridgely Middle School (RMS) from 10 AM to 3 PM. This is the only fundraiser for RMS PTA. We need your help to make this fundraiser a success.

The funds generated from the Silent Auction help fund the fine arts assemblies and other activities that benefit all of the people at RMS. Each year, we ask families and friends of RMS to please consider contributing products and or services to benefit our silent auction. This is an excellent opportunity for your businesses to gain exposure while also helping others in the community.

To be a participant in the 2013 Silent Auction, please indicate the items or services you wish to donate on the attached form and return it to the address above (attn: Silent Auction), or you may e-mail it to Ashley Brown at RMSPTAsilentauction@gmail.com. It is important that you indicate the exact name, description and fair market value of each of your donations. The sooner we receive your forms, the sooner we will be able to promote your donations and the auction! Also remember that your donations are tax deductible to the extent allowed by the law. Please feel free to copy this information and pass it along to others who might be interested.

We would like to receive all donations **NO LATER THAN October 30th** so that we have enough time to get everything organized.

We look forward to your enthusiastic participation in the 32nd Annual Ridgely Craft Fair and Silent Auction! On behalf of the students, parents and staff at RMS, THANK YOU for your generous support of this important event.

Thank you,

Ridgely Middle School PTA Silent Auction Committee

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PLEASE USE A SEPARATE FORM FOR EACH ITEM DONATED
(Please print or type)

Contact Information

Company Name:

Contact Name:

Address:

City:

State:

Zip:

Phone:

E-Mail:

Website (if applicable):

Item Information

Name of item donated:

Cost or Fair Market Value:

Complete Description of item (*If your item contains multiple services or products please detail in description:

SERVICE GIFT CERTIFICATE INFORMATION REQUEST

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

Name of product or service

Description of what is included and what is excluded

Name of person to contact for further information

Name, address and full contact information of your company

Instructions on how to redeem certificate

Include any additional information such as a photo or description or brochure as appropriate Date of expiration (if any)

DELIVERY OPTIONS: (Check one)

_____ I, or a representative of my company, will bring the above listed item(s) to Ridgely Middle School to be turned in at the main office No Later than **October 30, 2013**.

_____ Please have someone contact me to arrange pick up of my item(s) at (phone) _____ or (email) _____.

*If after October 25, 2013 please email rmsptasilentauktion@gmail.com in order to make arrangements for your donation.