



**2016 Silent Auction Donation Request Letter
The Blanden Memorial Art Museum – December 3, 2016**

To Whom It May Concern:

The Blanden hopes that you will take a few moments to read about our upcoming event and decide to participate by donating to our silent auction.

On Saturday, December 3, 2016, 4PM until 8PM, we will be hosting our Holiday Open House featuring artists selling their artwork, musical entertainment, and silent auction. We anticipate approximately 300 guests at this function and the funds raised will go toward our Art Education Program. To make this event as exciting and extravagant as we hope we will need your help!

Please consider supporting our event by donating gift certificates, merchandise, or services. In exchange, you will receive some excellent community exposure and advertising. Your company name will be listed on our website promotion. Also, it will be printed on the programs, posters, and bid sheet.

You may deliver your donation to the museum or make arrangements for it to be picked up. In order for your item to be included on the website promotion we must receive it by Tuesday, November 22, 2016. Please fill out the attached Donation Form and return it to the Blanden.

If you have any questions please do not hesitate to contact us. Thank you in advance for considering our request and for supporting the Blanden Memorial Art Museum.

Eric Anderson, Director

The Blanden Memorial Art Museum mission is to provide engaging learning opportunities that center on creative exhibits and programing. Integrating the visual arts into everyday life.

More Than a Museum!

Blanden Holiday Open House - Silent Auction Donation Form

Donor Representatives Name: _____

Donor Company Name: _____

Address: _____

E-MAIL: _____

Phone Number: _____

Description of item or service being donated:

Approximate Retail Value: _____

Will deliver to museum _____ Will arrange for a pick-up _____

Thank you for your support!

Return this form to the Blanden by Tuesday, November 22, 2016.