

# 2024 GALA AUCTION DONATION FORM

• DONATIONS MUST BE RECEIVED BY APRIL 1ST, 2024 •

*Fill out the form below and return to a United Way representative.  
Please use a separate form for each item if donating more than one item.*

Donor or company \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of donation: *Please be specific and include any special exceptions or restrictions.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail value of donation: \$ \_\_\_\_\_ *If the item's value is priceless, please provide a starting bid.*

Donor to provide a gift certificate/letter OR  Gala staff to prepare gift certificate/letter

Item will be delivered by \_\_\_\_\_

Item needs to be picked up by Auction Committee member on \_\_\_\_\_

Item delivered to United Way on \_\_\_\_\_

I agree to donate the above listed item(s) to United Way of Laramie County for the Gala Auction.

Donor signature \_\_\_\_\_ Date \_\_\_\_\_

*Please keep a copy of this donation form for your records. We recommend you discuss with your tax advisor the deductible amount for tax purposes. For more information, contact our event planners at Katbird Studios, 307.284.3121.*

UNITED WAY of LARAMIE COUNTY

1007 E LINCOLNWAY | CHEYENNE, WY 82001 | 307.638.8904 EXT. 113