



FESTIVAL OF TREES
Mary Bridge Children's
Hospital & Health Center



jinglebelljam! Procurement Form

This form **must be returned to the
Festival Office **no later than** October 1st
(in order to be recognized in printed materials).*



**ITEM
INFORMATION**

- Physical Item (*all auction items need to be available for display at the event*)
- Non-Physical Item (*please attach gift certificate*)

Gift Item Name _____

Gift Item Description (*please specify in full detail – include size, color, model, and all restrictions*)

Expiration Date (*if applicable*) _____ Donor Stated Value \$ _____
(an amount is necessary for booking this gift)

**DONOR
INFORMATION**

Donations with a value of \$50.00 or more are recognized in print.

Donor Name (*as you want it to appear in print*) _____

Contact Name and Title _____

Phone _____

Donor Address _____

City _____ State _____ Zip _____

Email _____

Donor Signature _____ Date _____

**SOLICITOR
INFORMATION**

Soliciting Committee or Group Name _____

Solicitor Name _____ Phone _____

Do you intend for this item to be packaged?

- Yes
- No
- Unknown

According to the IRS, a charitable deduction cannot be claimed for the donation of personal services or time. However, we would like to acknowledge all of our generous donors with a thank you letter and a catalog listing.

THANK YOU! Donations may be tax deductible under IRS Section 501(c)3
DISTRIBUTION OF THIS FORM: WHITE - Festival Office CANARY - Merchandise PINK - Donor

Return this form to:
FESTIVAL OF TREES
Mary Bridge Children's Foundation
P.O. Box 5296
Tacoma, WA 98415-0296
253.403.1368

**Deadline: This form must be returned
to the FOT office no later than October 1st
in order to be included in printed materials. All
donations are acknowledged with a thank you
letter (with a tax receipt) by the end of January.*

Benefiting
MultiCare
**Mary Bridge Children's Hospital
& Health Center**