



DONATION FORM FOR SILENT AUCTION ITEM(S)

Deadline for Receipt of Items: Wednesday, September 1, 2021

INDIVIDUAL / COMPANY NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE NUMBER _____ E-MAIL _____

COMPANY WEBSITE _____

ITEM or SERVICE DESCRIPTION *(Please detail each donation—use reverse if needed)*

DATES DONATION/CERTIFICATE IS VALID or OTHER TERMS _____

ESTIMATED VALUE \$ _____ (MINIMUM BIDS WILL NOT BE AVAILABLE FOR SILENT AUCTION)

CONTACT NAME & PHONE NUMBER (IF DIFFERENT FROM ABOVE) _____

THIS FORM REPRESENTS OUR AGREEMENT.

DONOR SIGNATURE _____ **DATE** _____

Please SUBMIT this Form by scan/email to flep@humanesocietyofsedona.org or fax to (928) 282-1630 or by mail to:
Humane Society of Sedona, 2115 Shelby Drive, Sedona, AZ 86336, Attn: Felicia Filep Questions? Email:
flep@humanesocietyofsedona.org or call 928-282-4679

We reserve the right to send items not sold at the Gala to our Thrift Stores to benefit the animals. The Humane Society of Sedona is a 501(c)(3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law.

THIS SECTION FOR STAFF USE ONLY

AUCTION ITEM # **SOLICITED BY:** **ENTERED BY:** **THANKED BY/DATE:**

PLEASE ENSURE YOU PROVIDE DETAILED INFORMATION ON YOUR ITEM FOR THE SILENT AUCTION!

The more information you give us, the more bids the item will generate, getting more \$\$ for the animals!

1. We will mention who the item is donated by so provide your businesses' logo to Felicia's email below
2. If the item has any history (provenance) or documentation verifying its value, please provide that to us when the item is delivered.
3. If there is any known damage to the item, PLEASE disclose it so we do not find it and think one of us caused the damage!
4. If you would like to provide photos of the item(s), please email them or drop them by with the item(s) and we can scan and return them to you.
5. **ALL DONORS HAVE THE ABILITY TO PROVIDE A SHORT 15-30 SECOND VIDEO OF THEIR ITEM TO INCLUDE IN PROMOTING THE SILENT AUCTION ITEM DONATED. PLEASE SEE INSTRUCTIONS BELOW.**

HOW TO TAKE YOUR OWN VIDEO FOR THE GALA



1. Check to see the setting on your cell phone camera (usually done from the camera screen) is FHD (60 fps) 1920 x 1080
2. Ensure you check any motion settings and set them to correct/offset any motion that might occur
3. Make sure you film the video **HORIZONTALLY!** Do not film into the light, have the light behind you and the camera.
4. Turn up the volume and get close to the person talking, or ensure they are speaking clearly/loudly, and if you are narrating, make sure there is not a lot of other noise.
5. If you are panning across an image, **GO SLOW** but please **DO NOT USE THE ZOOM FUNCTION**
6. Walk slowly forward or backwards keeping the camera steady to get close or far away from an object
7. *Practice a few times with a stopwatch/clock and make sure you have it to 30 seconds or less*
8. Please send videos to Ron Melmon at *Sedona Centric* / Sedona Media Services ron_melmon@icloud.com and call him if you have any questions about filming using your phone at 928.301.4940

Donation Questions? Call Felicia Filep at the Humane Society of Sedona 928-282-4679 or email ffilep@humanesocietyofsedona.org