

EREF Auction Donation Submission Guidelines

Live Auction Donation Submissions:

<https://www.surveymonkey.com/r/17LiveAuction>

Please fill out a separate form for each item donated.

Items required:

- Fair Market Value (FMV) of the donated item (*must be a minimum of \$5,000*), including freight and federal excise tax. If your donated item is valued over \$7,500 you will also need a mock invoice or a brochure or website URL that provides the estimated retail price, MSRP or equivalent sale price for the item you are donating.
- Donation Name (how your donation will appear on all signage and promotional materials - 50 characters or less, including spaces)
- Description of donation (75 words or less)
- A photo of your donation (EPS file or a high-res PNG file at least 7" wide at 300dpi)
- Your company logo (EPS file or high-res transparent PNG file at least 10" wide at 300 dpi)
- Each donation to the Live Auction will get a full page in the Auction Booklet. You can provide a print-ready PDF of your Auction Booklet page to EREF (due Friday, March 31), or EREF can layout the page based on the description and photo you provide.

Silent Auction Donation Submissions:

<https://www.surveymonkey.com/r/17SilentAuction>

Items required:

- Fair Market Value (FMV) of the donated item (*must be a minimum \$400, and up to 2 items may be donated to meet the \$400 minimum*), including freight and federal excise tax
- Donation Name (how your donation will appear on all signage and promotional materials - 50 characters or less, including spaces)
- Description of donation (75 words or less)
- A photo of your donation (EPS file or a high-res PNG file at least 7" wide at 300dpi)
- Your company logo (EPS file or high-res transparent PNG file at least 10" wide at 300 dpi)