**First Parish in Cambridge **

**Community Auction Donation Form for Dinners and Events**

**NOTE: There is a different form for services, vacations, homemade food**

**Auction is November 10 and November 17 during social hour**

[**Www.firstparishcambridge.org/ auction**](http://www.firstparishcambridge.org/get-connected/auction)

This form can be left at an Auction table in social hour or dropped off to the office or email to: auction@firstparishcambridge.org by Oct 27th . Events should be held between January-August 2020.

Name(s) of Donor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a group donation, name of main organizer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of others involved if committed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizer E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizer Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Date of Dinner or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (needs to be confirmed by Auction Committee)

Maximum Number of Attendees: \_\_\_\_\_\_\_\_\_\_

Street Address of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At the location:**

Is there a pet? (allergies) No Yes Dog(s) Cats(s)

Is it accessible to all (no stairs)? No Yes

If limited accessibility – describe:

Is location within 15 minute walk of public transportation? No Yes

If yes - Subway: Buses:

Is the event child-friendly? No Yes

Any other important details:

***See back of form for Donation description***

**DONATION OF DINNER**

Name of Dinner:

Our goal is to offer a range of meals that will appeal to different members. We recognize many people have eating restrictions but do not expect auction hosts to be able to accommodate all needs. In order to help avoid complications later, please indicate which of these common dietary restrictions the majority of your food offerings can easily accommodate:

Dairy-free Yes No Gluten-free Yes No

Meat-free (Seafood served) Yes No Nut-free Yes No

Vegan Yes No Vegetarian Yes No

Description of Dinner for Brochure (3-5 sentences):

 **DONATION OF EVENT**

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Brief Description of Event for Brochure (3-5 sentences):

If the event includes food (dessert, snacks etc), please describe briefly:

***See front of form for Donation details***