

Orpheum Auction Gala Donation Contract

The Orpheum Theatre P.O. Box 3370 Memphis, TN 38173-0370 Phone #: 901-525-7800 Fax #: 901-526-0829

Donor Firm				Contact			
Telephone		Fax		Email			
Address							
City				State			Zip
2009 Donation				2009 Retail Value	\$		

The Orpheum reserves the right to package contributed merchandise and services. Contracts for donations received by October 19, 2009 will appear in the main program. Contracts for donations received after October 19, 2009 will be listed in a program addendum.

Complete Description of Item and Special Instructions

Exchangeable Yes No Installation Included Yes No Size

Special Instructions – Merchandise Delivery / Pickup / Receipt

- To be picked up by Orpheum Staff Member on (date)
- To be delivered by Donor or Committee Member to Orpheum on (date)
- Circle One

Special Instructions – Gift Certificate Details

- Gift Certificate or Letter on company stationery attached / Expiration Date, if applicable
- Sending Gift Certificate by (date)
- Orpheum to make Gift Certificate / Expiration Date, if applicable

Thank you for supporting the Orpheum Theatre. If you received Auction tickets for your contribution, please subtract \$25.00 per ticket from the value of your contribution for the benefits received.

				Staff Use Only			
Donor's Signature			Category				
Date					# Comp Tickets		Ticket #'s
Solicitor's Signature			Date Tickets Mailed				
Date		Phone					