

## Hazen Auction - Donation Gift Card/Certificate Display Flier/Sheet (8x10)

If you are collecting or donating a non-tangible item such as a Gift Certificate, a single page description must be printed and submitted **for display** during the event so bidders know what they are bidding on. The one-page displays will be placed in 8x10" clear plastic holders on the auction tables. This single page display sheet should be delivered to the Auction Committee by the collection deadline along with the associated gift cards/certificate/service offer. *(The actual gift card or gift certificate will be kept for safekeeping, during the event.)*

### Gift Card/Certificate Display Flier - Instructions

- ~ Download an 8x10 [template](#) to your computer to easily create a new one. (samples below)
- ~ Page Format: Portrait layout



### Flier REQUIREMENTS

1. Include item name in large font (18 point font or higher, Arial font preferred)
2. Event date(s) - date range of availability/ expiration date
3. Limitations/Restrictions (ex: 21 years & up only)
4. Fair Market Value (in dollars)
5. Simple & Enticing description of item/experience.
6. At the bottom of the sheet (with space to fold the page, if needed to hide sensitive GIFT CARD CODE/# - we don't usually hide/fold but can) **state exactly: "How to Redeem":**
  - a. "Contact Donor directly to arrange for redemption: NAME, PHONE & EMAIL"
  - b. List the VALID DATE(S)/DATE of event
  - c. List any restrictions...no kids, shoes required (boating)
7. *Optional but suggested:*
  - Photos/logo, 1-2 images
  - Website link & QR code for Bidder to learn more

Please check out these Sample Display Fliers for inspiration and download to your computer for use/editing

#### [Vacation House:](#)



#### [Sports/Event Tickets:](#)



#### [Gift Certificate for Goods/Services:](#)



### **\*\*Remember to Register Your Donated Item in 3-steps:**

<p>1) Claim business on the <a href="#">Dibs List</a></p> 	<p>2) Complete <a href="#">Procurement Form</a> (turn in 2 copies with tangible item -or- with the Gift card and GC Display flier)</p> 	<p>3) Enter detailed info into the <a href="#">Auction Donation Item Tracker</a></p> 
---	--	--

Thank you, Hazen Auction Committee