



DONATION AGREEMENT FORM

**THIS FORM MUST ACCOMPANY YOUR GENEROUS DONATION.
PLEASE USE ONE FORM PER DONATED PIECE.**

The Spring Art Event will take place on May 4th and 5th, 2019, in the Gathering Space at St. Lawrence Catholic Church and Newman Center, 1203 Fifth Street SE, Minneapolis, MN 55414.

Saturday, May 4th 6:00 p.m. – 9:00 p.m.

Sunday, May 5th 8:30 a.m. – 12:30 p.m.

Donations will be accepted at the church office during normal office hours:

Monday through Thursday 8:30 a.m. – 4:30 p.m.

Friday and Sunday 8:30 a.m. – Noon

Donation Deadline, Delivery Instructions & Contact Information

The final deadline for donations is 12:00 Noon on Friday, May 3rd, 2019. Deliver your donation to the church office accompanied by this form, or complete a form at church at the time of delivery. Delivery assistance is available upon request. For any questions, please contact Jacqueline Dekker Travis at stlwg.events@gmail.com.

Donor Information

First Name:	Last Name:
Address:	
Daytime Phone:	Evening Phone:
Email:	
St. Lawrence-Newman Connection: <input type="checkbox"/> Parishioner <input type="checkbox"/> U of M Student <input type="checkbox"/> Other:	

Your Donation Details

Artist or Business Name:	<input type="checkbox"/> Same as Donor
Media:	Value: \$
Title of Artwork or Service:	
Description of artwork, synopsis of artist, exhibitions, awards, etc.	
<input type="checkbox"/> In addition to my donation, I will display additional works, and I agree to the specified protocol for doing so (see back of this form).	

In submitting art for this event, I authorize the St. Lawrence Women's Group to photograph my donation so that its image may be used for the purpose of promoting the event on the web and in the media. I understand that the proceeds from this event benefit the St. Lawrence Women's Group, and that the St. Lawrence Women's Group reserves the right to decline acceptance of any artwork it deems inappropriate for the event.

Donor Signature:	Date:
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Artists who have donated a piece of art for the silent auction are welcome to display and sell work at the event subject to the following protocol:

- **Artist must indicate intent to sell artwork on the Donation Agreement Form.**
- **Artist will have use of table space equivalent to the approximate size of a card table.**
- **Artist must be present to represent work; you will not be allowed to leave your work unattended or overnight at the location. Event volunteers will not be responsible for answering questions about your work.**
- **Artist must conduct transactions with buyers, and must make separate arrangements for delivery of work to buyers.**

Please contact Jacqueline Dekker Travis at stlwg.events@gmail.com or at 612-559-1452 with any questions or to confirm that you would like to display additional work.