

Silent Auction Prize Donation

**BUILD NAME RECOGNITION,
PROMOTE YOUR COMPANY,
AND SUPPORT
THE RECORDS MANAGEMENT PROFESSION
ALL AT THE SAME TIME!**



The ARMA International Educational Foundation (AIEF) kicked off the first Silent Auction at ARMA '06. It was a huge success, raising much-needed funds for the continuing research and education for records and information industry professionals. This tradition has continued and grows each year producing even greater results.

To spur on this success, we invite you to donate prizes to be auctioned off in the Silent Auction at ARMA '09 in Orlando. The Silent Auction is located on the show floor for attendees and exhibitors to browse and bid. In exchange for your generosity, you'll receive an abundance of coverage prior to, during, and after the event:

- Company name and logo to appear in the *ARMA '09 Conference Guide* advertisement promoting the Silent Auction
- Company name and logo will appear in an advertisement for the Silent Auction in the September/October issue of *Information Management* magazine.
- Company name, logo, and listed prize to appear on the Silent Auction attendee bag insert
- Thank-you sign at the Silent Auction recognizing your donation, placed at the bid table where your donation appears

Veteran Exhibitors: Items normally donated for raffles on the show floor can now be donated to the Silent Auction and you'll receive four times the exposure!

Suggested items include: Kindle Reader, iPods, DVD players, cameras, electronics, signed/numbered art, jewelry, computers, airline tickets, etc. Your company can donate just about anything. Your consideration of items valued at **over \$300** is appreciated. Multiple donations are encouraged and will be recognized.

To donate, please complete a Prize Donation Form for **each** item donated. Fax form to 913.341.6823. You will receive an e-mail confirming your donation.

For donation ideas or questions, please contact **Elizabeth Zlitni at 888.279.7378.**

ARMA International Educational Foundation
Silent Auction
Prize Donation Form

E-mail form to elizabeth.zlitni@armaintl.org or fax to 913.341.6823

Please complete this form by **August 6** to take full advantage of all promotional opportunities. Of course, donations are graciously accepted at any time and much appreciated!

Please Note:

- Hand carry-able items should be brought to the Silent Auction booth, located on the show floor, during set-up Wednesday, October 14.
- For large items, please provide a picture of the item and a copy of this form and bring it to the Silent Auction booth by Wednesday, October 14.
- **Donors are responsible for the shipping of all items.** Even items such as baskets, can be difficult to maneuver on a flight. Shipment can be arranged through the official preferred shipper, GES Logistics, and charged to your credit card on file. A shipping form will be sent to you for completion.
- **Contact:** Kara Dao at karadao@verizon.net or 301.739.0664 with shipping questions.
- The donor's shipping assistance is also publicly acknowledged.

Company: _____		Booth# _____
Street Address: _____		
City: _____	State/Prov: _____	Zip/MC: _____
Contact Name: _____		
Contact Info	Phone: _____	Fax: _____
	E-mail: _____	
Donated Item: _____		
Retail Value: _____		
Item Description: _____		

To be properly recognized, complete **ONE** form per donated item.

E-mail to: Elizabeth Zlitni – elizabeth.zlitni@armaintl.org or fax to 913.341.6823