

# Request for Donation

Wixon Jewelers  
Attn: Katie Cassens  
Fax #: (952) 881-3362

From: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact #: \_\_\_\_\_

\*Attach any additional information  
for your organizations event/benefit.

*Wixon*  
— JEWELERS —

9955 LYNDALE AVENUE So, BLOOMINGTON, MN  
952-881-8862 • [WWW.WIXONJEWELERS.COM](http://WWW.WIXONJEWELERS.COM)

## Thank you for your donation request.

*We receive hundreds of requests annually and unfortunately we cannot fulfill them all; therefore, we carefully select the ones we do. The following are prerequisites when receiving a donation from Wixon Jewelers.*

1. We would like a 3 month advance notice for any donation request.
2. Our name/logo must be in all programs and brochures for the event.
3. We would like two comped tickets to the event so that we may send our employees to support the cause.
4. If your event is advertised on the internet, our name/logo should be displayed with a link to our website.
5. If merchandise is donated, it must be displayed with our name/logo. The piece of merchandise may not be modeled.
6. If this event has a live auction:
  - A picture that we provide of our piece must be prominently displayed on a big screen during the auction.
  - There may not be any other jewelry items in the auction.
  - There cannot be any more than 12 items in the auction.
  - Our piece must be presented for bidding in the middle of the auction, not first or last.

*If your organization is able to provide us with the above listed, please sign the bottom of this form and send back with the next attached page.*

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Name of Representative

Name of Organization

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Signature of Representative

Date

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# Wixon

— JEWELERS —

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Event Location \_\_\_\_\_ Date \_\_\_\_\_

What did your benefit raise last year? \$ \_\_\_\_\_ # in attendance \_\_\_\_\_

What does the money raised do? \_\_\_\_\_

What % of money raised goes to the cause vs. overhead? \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Did your benefit sell out last year? YES NO If not, % seats filled \_\_\_\_\_

How much do the tickets sell for? \_\_\_\_\_ % of tickets sold vs. comp \_\_\_\_\_

What type of advertising do you have for your benefit? \_\_\_\_\_

Do you have any special guests or MC's, Auctioneers? \_\_\_\_\_

Who are you marketing ticket sales after? \_\_\_\_\_

Strategy for donations:

Live Auction: # of Items expected \_\_\_\_\_ (# of items received last year \_\_\_\_\_)

Average price of Items in Live Auction \$ \_\_\_\_\_

Silent Auction: # of Items expected \_\_\_\_\_ (# of items received last year \_\_\_\_\_)

Other \_\_\_\_\_: # of Items expected \_\_\_\_\_ (# of items received last year \_\_\_\_\_)

Which strategy would you like us to participate in? \_\_\_\_\_

*Thank you for taking the time to fill out these forms.*

*Please fax or email back to (952) 881-3362 or [katie@wixonjewelers.com](mailto:katie@wixonjewelers.com) for consideration.*

Katie Cassens  
Executive Assistant, Wixon Jewelers