

Gaithersburg-Germantown Chamber of Commerce, Inc.

SILENT AUCTION ITEMS REQUEST

September 10, 2023

To our GGCC Community and Neighbors:

The Gaithersburg-Germantown Chamber's Annual Celebration Gala & Awards Dinner is scheduled for December 14, 2023 at the beautiful DoubleTree by Hilton in Gaithersburg. This event raises important funds for Chamber programs all year round to engage, support, and advocate for our business community and Upcounty communities. We also raise proceeds to support GGCC's Scholarship Funds at Montgomery College. This year's Gala theme – *A Passport to the Upcounty* - celebrates the unique region in which we live, work, and play.

Can you please support the Silent Auction at our Gala? Silent Auction donations are a wonderful way to showcase your products/services, gaining significant exposure at the event! In return for your donation, you will receive:

- Exposure/positioning of your product and promotional materials at the auction
- Special recognition as a Silent Auction donor in our Awards Program

The Gala is our biggest bash of the year where we celebrate our successes and look forward to the future. Your donation will make our event special, and we thank you for the item(s).

You may contribute gift certificates, tickets to events, experiences, or retail items. We may combine smaller items into larger offerings.

To make your donation, please complete the attached donor sheet. You may send or hand deliver your item(s) to GGCC / Silent Auction, Liza Freeman, 910 Clopper Road, Suite 205N, Gaithersburg, MD 20878. Or email certificates to info@ggchamber.org. Items must be received **by November 21, 2023**.

Let me know if you have any questions about possible items. We would also love to have you attend the event. Thank you for your support of the 2023 GGCC Celebration Gala & Awards.

Sincerely,



Paula Ross
President & CEO
pross@ggchamber.org
301.840.1400





Silent Auction Donation Form

email to info@ggchamber.org

See mail/delivery options below

USE ONE FORM FOR EACH ITEM DONATED

Office Use only:

Item number: _____

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Cost or Value: _____

*Complete Description of Item: _____

***If your item contains multiple services or products please detail in description.**

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- Name of product or service
- Description of what is included and what is excluded
- Name of person to contact for further information
- Name, address and full contact information for you or your company
- Instructions on how to redeem item
- Include any additional information such as a photo or description brochure as appropriate
- Date of expiration

SHIPPING OPTIONS: (Check one)

- I, or a company representative, will personally deliver the above-listed item(s) to the Gaithersburg-Germantown Chamber office.
- Our company will **ship** the above item(s) to the GGCC/Silent Auction, 910 Clopper Rd, Suite 205N, Gaithersburg, MD 20878, **to arrive by Tuesday, November 21, 2023.**

***If after November 21, please call the GGCC office at 301-841-1400 to make special arrangements.**