



Night of Comedy & Auction – Friday, April 27, 2012

Here are all the forms needed to secure donations for our silent auction. The deadline is Friday, April 15 to submit items. You can bring them to the Parent Center. All forms are also available at fomws.org. Thank you Room Reps. We couldn't do this without you!

- Step 1:** Decide what your class will be doing: A [Theme Basket \(click\)](#) or a class project. We will also be asking if parents can donate individual items to be auctioned such as a service, trip or anything they have access to.
- Step 2:** Once you've decide on what to do, send out an [e-mail \(click\)](#) with the request.
- Step 3:** Make sure that a [Donation Form \(click\)](#) is completed for all donations (items for the basket, things for the project or individual donations). The Donation Form includes item description and monetary value, and allows the item to be entered into our data base.
- Step 4:** Maybe your parent does not have a preprinted [Gift Certificate \(click\)](#). Use the one provided.
- Step 5:** Send your parent a [Thank You Letter \(click\)](#) that has our tax information. If at all possible, please help us send this out. If you can't, be sure to let us know and we will send it out.
- Step 6:** Invite friends, neighbors and family to our event. Tickets go on sale April 4th and can be purchased outside the Parent Center in the morning or at fomws.org.
- Step 7:** Come and have a great time!

Event Information:

Los Angeles River Center
570 W Avenue 26
Los Angeles, CA
(323) 221-9939

Friday, April 27, 2012 6:00 - 10:00 pm
Tickets \$25 presale / \$30 at the door

Help spread the word: [Color flyer coming soon](#)

Questions? Please contact Sharen Steele Herran (ssteele0628@att.net) or
H: 323/227-7996 C: 626/660-6929