

## *Poway High School Music Boosters*

March 12, 2019

Dear Local Business Owner,

I am writing to you on behalf of the Poway High School Music Boosters to request a donation of a service or an item for our Silent/Live auction dinner. The event will be held on Friday, May 17, 2019. This is one of programs primary fundraisers. Money raised at this event helps to fund transportation to tournaments, music, equipment, new instruments and repair of instruments, clinicians to work with students on improving, and entry fees for tournaments and festivals.

We would greatly appreciate any donation that you can offer. We also seeking monetary donations to cover the cost to put on the event and to sponsor a casino table. In acknowledgement of your generosity we will recognize your contribution on our event flyer which will reach the families of all students enrolled in our music program (band, orchestra and color guard), and will be displayed during the auction itself.

Our tax ID number is 237066352. On behalf of the students, parents, and directors of Poway High Music Program we thank you for your time and consideration.

Sincerely,

*Melissa Martinez*  
Silent Auction Coordinator

(858) – 229 –7267

[phsmbauction@gmail.com](mailto:phsmbauction@gmail.com)

Poway High School Music Boosters  
Silent Auction Donation Form

Donor Contact Name: \_\_\_\_\_

Donor Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of item or service being donated

---

---

---

---

---

Approximate Retail Value: \_\_\_\_\_

Expiration Dates, Exclusions, etc...

---

---

Thank you for your support!

Please return this form or email the same information by May 8, 2019 to:

Melissa Martinez

[melissamqmartinez@gmail.com](mailto:melissamqmartinez@gmail.com)

14001 Powers Road, Poway, CA 92064

Poway High School Music Boosters  
Silent Auction Donation Submission

Thank you for your support!

Ways to submit donation:

Mail or Deliver to:

Melissa Martinez

14001 Powers Road

Poway, Ca 92064

Pick up:

Local Businesses call Melissa at 858-229-7267 for us to arrange pick up from you.

All donations need to be received by Friday, May 10, 2019. Please notify Melissa if you need to send in the donation later than the 10<sup>th</sup>.

Thank you for your support,

Melissa Martinez

Auction Coordinator