

Closing date Wednesday 3rd May 2019

**CERTIFICATE OF PROMISE**

**ITEM / SERVICE INFORMATION**

Donation description:

Guide price:

Type of donation

- Gift voucher/ticket       Item       Advertisement

Conditions or expiry dates: .....

How will the donation reach us?  School to create voucher

- Business will send       School needs to collect

Signature: ..... Date.....

**THANK YOU FOR YOUR GENEROSITY AND MUCH APPRECIATED SUPPORT**

SCHOOL CONTACT PERSON .....

Please detach form and either - **post to :** The Annual Auction,  
St Vincent's Primary School,  
**email :** [auction@svpa.org.uk](mailto:auction@svpa.org.uk). St. Vincent Street,  
**or submit online :** [www.svpa.org.uk](http://www.svpa.org.uk). London, W1U 4D.



**ST.VINCENT'S PARENTS' ASSOCIATION**

**18th Annual Auction**

Friday, 14th June 2019

1st March 2019

Dear Sir / Madam,

On Friday 14th June 2019, St. Vincent's Catholic Primary School in Marylebone will be holding its 18th auction to help raise funds for the school.

**About us**

St. Vincent's is a highly successful primary school judged as outstanding by Ofsted. It is situated in the heart of Marylebone and prides itself on strong links with the community. Over the years, the school has enjoyed the support of local businesses to help raise funds for the improvement of the school for which we are extremely grateful.

**How we spend the money**

Previously the money raised has been used for the repair and improvement of the roof playground, to upgrade the use of technology within the school as well as for curriculum enhancing activities such as, workshops with artists or authors, school trips, and Christmas pantomimes.

**How to donate**

The Auction's success relies on the **generous donations from local business** in the form of products, services and advertisements. For the event we produce an auction magazine. Five hundred copies will be distributed to local businesses in Marylebone and to parents of St. Vincents in advance of the auction. All donors get their logo printed in the magazine and on our online catalogue.

If you wish to support our school please complete this **donation form** and return it to the school. The Parents' Association website [www.svpa.org.uk](http://www.svpa.org.uk) has a link to an **online donation form if you prefer.**

### Advertising

For those wishing to advertise please choose from the formats below:

**Advertising Rates:** \* payments received before 5th April are eligible for a 15% discount

Outside back cover A4	£800 (680*)	<input type="checkbox"/>
Inside front cover A4.	£600 (510*)	<input type="checkbox"/>
Inside Back cover A4	£500 (425*)	<input type="checkbox"/>
Other pages A4	£450 (382*)	<input type="checkbox"/>
½ page (A5 landscape)	£300 (255*)	<input type="checkbox"/>
¼ page (A6 portrait).	£150 (128*)	<input type="checkbox"/>

Advertisement fee due: £ \_\_\_\_\_

Payment sent by **cheque** to St. Vincents Catholic Primary School.

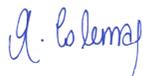
Please send an invoice to the business

Your completed advertisement / art work should be sent as a **high resolution pdf** to [advert@svpa.org.uk](mailto:advert@svpa.org.uk) It should be noted that all images are subject to approval by the school authorities and must be suitable for a juvenile audience. You will appreciate that we cannot be held responsible for the quality of low resolution images.

If you require any further general information, please do not hesitate to contact the **St. Vincent's Parents' Association Chair**, Mrs Carolina Linares by email at [hello@svpa.org.uk](mailto:hello@svpa.org.uk) or by calling the school on 020 7641 6110.

**Thank you for your generosity and much appreciated support.**

Yours sincerely,



Miss M. Coleman  
Headteacher



Mrs Carolina Linares  
SVPA Chair



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### DONOR INFORMATION

**Business name:**

Contact:

Email:

Website:

Address:

All information provided will be retained in accordance with the SVPA's privacy policy which can be located on our website [www.svpa.org.uk](http://www.svpa.org.uk). Please tick to opt out.

**Relationship to St Vincent's School**

Parent  Friend  Local business  Other

**Logo**

Please tick to use last years logo.

You can also email an image of your company **logo** or **the item** donated to [auction@svpa.org.uk](mailto:auction@svpa.org.uk)

Your donation will appear in our Auction magazine which is distributed four weeks before the event to local businesses in Marylebone and all the parents of the school.

**Closing date Wednesday 3rd May 2019**

**Late entries** might not be included in the magazine, but used in other fundraising activities of the S.V.P.A.

