

## CALLING PREVIOUS BIG BIKE BASH DONORS (i.e. How to Sound Informed!)

### **Start with the Basics:**

Hi! This is \_\_\_\_\_ with the Marin County Bicycle Coalition.

I am calling because we sent you a donation request for the **Silent and Live Auctions** at our **Annual Big Bike Bash Fundraiser**. Our records show that you gave last year and I am wondering if we can get your support again this year?

### **IF YES:**

Write down the details of their donation idea on the tax deduction form:

- ✓ What is **the donated item**?
- ✓ What is the item's **retail value**?
- ✓ When can a volunteer pick it up?
- ✓ Verify their **mailing address and phone number** (for the tax deduction form)
- ✓ OR provide our mailing address for them to mail their donation:

Jo Ann Richards, Big Bike Bash Coordinator  
Marin County Bicycle Coalition  
733 Center Blvd.  
Fairfax, CA 94930

### **IF YES and it's a GIFT CERTIFICATE:**

Let me email you the information for developing and mailing MCBC a gift certificate.

Write down the details of their donation idea on the tax deduction form:

- ✓ What is **the donated service on the gift certificate**?
- ✓ What is the item's **retail value**?
- ✓ Verify their **mailing address and phone number** (for the tax deduction form)
- ✓ What is your **email address** so I can send you these guidelines?

### **WHEN and WHERE is the Big Bike Bash?**

- Saturday, November 17, 2007; 6-10 PM
- 775 Miller Creek Road, San Rafael
- Marinwood Community Center, off Lucas Valley Rd.

### **WHAT is the Big Bike Bash?**

- It's the Marin County Bicycle Coalition's *membership appreciation party*.
- *200+ guests are expected to attend.*
- It is a fun, social night with the following elements:
  - Refreshments
  - No-Host Bar
  - Music
  - Silent and Live Auctions
  - Raffle
  - Awards for Guests of Honor
  - VIPs from the Marin community and from the bicycling community
- *It's free for MCBC Members OR new folks can join at the door for \$25/person or \$45/family.*

### **Need MORE Information??**

- Check our website: [www.marinbike.org](http://www.marinbike.org)
- Call/email our Big Bike Bash Coordinator, Jo Ann Richards, at 415-456-3469 x7# or [joann@marinbike.org](mailto:joann@marinbike.org).