

MAMMOTH AUCTION FORM

Instructions for filling out the Mammoth Fundraiser auction forms

To have items considered for the auction, first contact chairperson Suzanne Muller, at 925-787-1349 or queueinteriors@comcast.net. During the call, Suzanne will make an appointment with you to view your items. Auction items can be brought to the BGLM starting November 1, 2025. All auction material must be delivered to BGLM by Friday, January 9, 2026. Due to limited volunteer time, please groom your bonsai as you would for a show. This will allow photography of all items on January 10, 2026, and printing of the auction catalog. In addition, your item(s) will be published and advertised online for potential bidders to view.

Complete the auction forms below and submit them with your auction items. For each item on the auction form, complete the description, and check either the 100% donation column or write in a consignment percentage between 25-90% in the donation column. BGLM charges a minimum consignment charge of 25% of the final sale price on auction items. This form will serve as the record of your submissions and final sales amount. Please note, we no longer accept reserve prices. **If you consign items, please provide a stamped, self-addressed envelope to receive your check. If you donate items, please provide a stamped, self-addressed envelope to receive your donation receipt.**

Checks will be mailed 2-3 weeks after the auction. If you have any questions with this process or your follow up consignment, check or donation receipt, contact Suzanne Muller at 925-787-1349 or queueinteriors@comcast.net.

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PLEASE PRINT

Page _____ of _____

Name: _____

Date: _____

Phone # _____ Email: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Please complete information above and columns A-D for each auction item: Column A – Donor’s initials + number, i.e. SM-1

Choose how you would like to donate:

- To donate all auction proceeds to the BGLM mark **X** in column C.
- To donate between 25-90% of auction proceeds to BGLM note consignment amount in column D (25% minimum)

Auction official(s) reserve the right to remove material deemed unhealthy from the auction.

A	B	C	D	E	F
Donor's initials - #	Description (Name, size, style, etc.)	Donation 100%	Consign- ment 25/75%	Sold price	Pay to Donor
			Totals		
				Page total/Pay to donor	
				ALL PAGE TOTAL	

DO NOT WRITE IN GREY COLUMNS

