

YOUNG MUSICIANS FOUNDATION'S
2004-05 INSTRUMENT DRIVE

Instrument Donor Information

Instrument to be donated _____ Appraised value (when instrument is received) _____

Instrument Manufacturer, model name/number _____ Serial number _____

Additional supplies donated (i.e. case, bow, music, mouthpieces, etc.) _____

Donor's name _____

Home address _____

City _____ State _____ Zip _____

Home phone _____ Day phone _____ Email _____

How donor heard about Instrument Drive _____

Instrument will be ___ dropped off at YMF office, or ___ UPS / shipped

YMF Staff checklist

- ___ THANK the donor for calling
- ___ Date instrument received: _____
- ___ Tell donor they can either UPS the instrument or drop it off at our office
- ___ Complete this entire information form
- ___ Send the donor a thank-you letter once instrument is received
- ___ Send the donor our season brochure & newsletter
- ___ Add donor information to database

*YMF will accept the following instruments: piano/keyboard, violin, viola, cello, string bass, flute, piccolo, clarinet, bass clarinet, Eb clarinet, alto clarinet, oboe, English horn, bassoon, contra bassoon, French horn, trumpet, trombone, tuba, harp, and all percussion. To donate any instruments not listed above, we recommend contacting Mr. Holland's Opus Foundation at www.mhopus.org.