

## **NEWMAN CENTER GALA 2019**

Date: April 2019  
Proceeds: Benefits Newman Center Ministry Programs

**Committee Chairs & Members:** Need chair **or co-chairs** under each category + committee members. All Committee Chairs will work in conjunction with the Director of Development in respective areas. Unless otherwise noted all timeframes for commitment are September 2018-April 6, 2019

Live Auction Chair – Coordinates activities to ensure a successful live auction

Silent Auction Chair – Coordinates activities to ensure a successful silent auction

Cake Auction - Makes calls to secure cakes that will bring a premium auction price

Raffle Chair – Coordinates activities to ensure a successful silent auction

Sponsorship Chair – Director of Development will oversee this area

Food & Drink Chair – Coordinates details of the food & drink served at the event

Invitations/Ticket Sales – Design invitation, coordinate mailing, oversee table hosts & ticket sales

Promotions/Marketing -Brainstorm creative ways to promote Gala, including on-line

**TIME LIMITED (just prior to and/or night of):**

Program Booklet: Design, construct & edit photos and text for booklet. (4-6 wks prior to Gala)

Decorations Committee – Design/Create table centerpieces and other décor in accord with theme

Technology Team – Work with Dev. Asst to ensure all technology needs are in place & ready the night of

Item Pick-Up – Pick-up donated items and Other items needed for Gala

### **DAY OF ONLY:**

Truck & Transport – Load up all items from the Newman Center & transport to venue

Set Up – Arrange auction items on tables with appropriate forms, display items attractively

Check In-Out – Needed for smooth collection of payment

Spotters/Runners – Helps spot bidders during live auction, collect signatures & help with auction tables

Photographer -- Captures memories of attendees and the event

Guest Experience – Welcome guests to the event, work with table hosts for optimum guest experience

Student Volunteers – Help wherever and whenever is needed; mingle and speak with guests

### **AFTER EVENT:**

Thank You Notes – 3-6 people after the event to hand write thank you notes. Can be done at home.

General Volunteer - You can help wherever needed – just give you a call!