



# EVENT CHECK-IN TICKET TABLE

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

### Responsibilities

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— The Gala ticket check-in process is very important to Gala records and follow up bookkeeping. The four couples listed in point three will need to attend the Ticket Check-in meeting on **Monday March 13, 2023 at 7:00 p.m.**

— Holy Trinity School Board President and spouse, **Jane and Matt Saylor**, will stand by MWAC front entry (host & hostess podium provided) to greet and direct people to respective color ticket tables.

- New this year will also be **Check-in Ushers** who will assist between ticket check-in tables to continue directing and moving people forward to the north gym doors.

— **Four of the nine couples from East & West Catholic Development Committee** will be needed at ticket check-in tables the night of the Gala.

#### **East & West Catholic Development Couples :**

##### **Check-In Table/Ushers:**

Jon & Karin Heine, Scott & Rachel Becker, and Troy & Carrie Lammers are asked to be at the check-in tables and Brian & Janelle Thoene are asked to be the check-in ushers.

##### **Wine Bar:**

Eric & Jana Eickhoff will be needed at the wine bar.

##### **Silent Auction:**

Craig & Rose Lammers, Grant & Liz Heimes, Troy & Janelle Haberman, and Jim & MeCheyl Sudbeck are needed to help at the Silent Auction. Silent Auction helpers should be in the Silent Auction area at 6:45 p.m. and through the evening. Be sure to attend the Silent Auction Helpers meeting on **Tuesday March 14, 2024**.

Those assisting the Silent Auction will not need to attend the Ticket Check-in meeting on **March 13**.

— Check-in couples on The Ticket Check-in Committee will take event tickets and direct people at the tables in the hall lobby from **2:45 p.m. to approximately 6:15 p.m.**

- **From 6:15 – 9:30 p.m** : Condense ticket check-in to **one** table. One Ticket Committee couple should alternately stay at front doors until 9:30 p.m. to check in late guests.

**Guests are required to pay for a ticket regardless of when they come in. No at-the-door sales.** If someone wishes to pay at the door for a ticket or wants to purchase a bid card - Alissa, Joani, or Kristi must approve this before a bid card can be given to the guest.

— The ticket numbers are guests' bid numbers.

- Give **ONLY ONE BID CARD** number per couple and collect the Gala tickets as they come in the door.
- Give **two different numbers to couples only if they request two numbers**. This will eliminate confusion for the sale clerks when posting purchased auction items and save processing time.

— Put an X on the hand of all Student Helpers with a marker.



Scan the Code to View or Print All Committee  
Responsibilities and Gala Updates / Information!

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Last Updated 1/16/2024



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### IMPORTANT :

- Make sure you check (x) the names on ticket buyer's list provided, as they come in the door for an attendance count.
- Be sure to give the correct bid number card to the guests as they check in. **Be sure to match the person to the ticket they came in on. If you do not know the person, ask their name so we have record of them. NEW THIS YEAR** the Ticket buyer's Last Name is printed on their Bid Number Card
- If the original ticket buyer cannot attend for some reason, and gives the ticket to a friend or relative, **the bid card MUST be reassigned** to the new guest and also be accurately recorded on the Master Ticket List at the Ticket Check-in Table **even if they say they are not going to place bids**. They may change their mind. If updates are not recorded, it makes tracking the bidders extremely difficult for the auction clerks and follow up bookkeeping.
- If you see a situation where someone is switching tickets, remind them to let the ticket check-in know. This prevents mix-ups when auction items are paid for or possibly not paid, and when people pick up their gifts.

The Ticket Table Chairmen & Development Office Secretary, Kristi, will meet at 6:30 p.m. March 16 for an updated ticket list to be used for the Auctions.

- Copies of updated lists from all three Ticket Check-in Tables will be combined by Kristi and given to the Sale Clerks and Auction helpers as soon as updates are completed.
- **Make sure that any changes to the lists are clear, so no updates are missed.**

There will be three color coded check-in tables. The ticket numbers will be three different colors. Check-in tables will have a numerical ticket list to check-in guests and an alphabetical ticket list for reference to look up a ticket number.

# 1-332: RED TABLE

# 333-664: BLUE TABLE

# 665-999: GREEN TABLE

# Thank you!

*The continued success of this event is not possible without the dedicated volunteers and committees that make this event run smooth. We appreciate your part in this wonderful event that supports our Cedar County Catholic Schools.*



**CATHOLIC DEVELOPMENT  
OFFICE**

Please contact the Catholic Development Office at  
**(402) 254-3912** if you have any questions!



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