



TICKET SALES COMMITTEE

Cedar County Catholic Schools

2024 Gala Auction

Saturday, March 16, 2024

Responsibilities

Please refer to the enclosed Gala letter and flyer for event information. Remember, every year you have an important job to sell tickets, promote the Gala and be a source of information.

It is very important to contact each name on your regular list and your prospective buyers. Don't assume who will or will not buy. Follow up with everyone on your entire ticket list and turn in as you sell 6 to 10 tickets. The Gala is March 16, 2024. Please do not wait until March or the last minute to get tickets sold. Sell Gala tickets as soon as you get your ticket packets especially since this is an early Gala this year. Sell early to prevent ticket buyers calling the Development Office asking about being contacted. It is very important to get tickets sold in advance to monitor seating and dinner numbers.

Please Note the ticket deadline Tuesday, March 5, 2024. It is very important to turn in ticket sales each week to see how sales are going. Turn in sold tickets as soon as you have sold some or at the end of each week to Kristi at the Development Office. All sold and unsold tickets need to be turned in no later than, Tuesday March 12, 2024. Again, tickets sold after Tuesday, March 5, 2024 will be \$45 per ticket.

Pre-Sale Notes

Monday, January 15

*Make checks payable to CCCS Gala.

Ticket Packets will be available on Monday, January 15. Please pick up your ticket packets that week and get started selling tickets right away. Please contact people soon and turn in tickets as you sell 6 to 10 tickets. **Gala event tickets are \$35 per ticket/person when purchased before March 5, 2024 and \$45 on and after March 6th. On March 5th and after the Development Office and ticket sellers will be firm with tickets being \$45 per person.**

- **Encourage attendance when selling tickets.** If someone buys a ticket and indicates they cannot attend, please note that on your Ticket Sales sheet and RSVP portion of the ticket which needs to be returned to the Development Office so seating and dinner count can be planned.
- **Remind ticket buyers to buy soon in case we have to cut-off ticket sales when capacity is reached.** We would not want to turn guests away due to full capacity.
- **Please give each couple the same color tickets** so they do not have to stand in two different lines. Gala tickets are color-coded to expedite entry the night of the event. Therefore, there will be a check-in ticket line for each of the three colors of tickets.
- **Put the man's name first if possible so the auction number is on the man's number.** Remember to mark on your ticket sales sheets "Paid by Check" (PLEASE indicate a check with the check number) or "Paid by Cash."
- **When selling multiple tickets,** write the names of **each user on each ticket** to know how to hand the tickets out to match to assigned names and ticket numbers

Remember if you sell reserved tables, advance payment is needed. Contact Joani or Alissa as soon as you need a Reserved Table so it is spoken for.

- **Reserved Round Tables will be \$200** per table for 8 guests.
- **Rectangular tables will be \$160** for 8 guests or \$20.00 per chair.

The Development Office organizes the ticket sellers and ticket selling lists. Kristi at the Development Office will keep inventory of ticket sellers and ticket numbers. If someone buys a ticket and someone else will attend on that ticket, please mark it clearly on the ticket register so we have record of who will use that ticket number.

Tuesday, March 5th

Ticket Prices go up to \$45. Be sure to inform ticket buyers.

Turn in all your \$35 sold tickets no later than Tuesday March 5, 2024 at 4:30 p.m. You can continue to sell up to Wednesday the week before the Gala, pending crowd capacity is still available and not sold out, but there are no exceptions to \$45 tickets bought after March 5th.



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Responsibilities and Gala Updates / Information!**

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Last Updated 1/11/2024



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Event Night Notes

Monday, January 15

No at-the-door ticket sales that night. Ticket money must be collected ahead of time from ticket buyers and turned into the Development Office before night of the Gala. Otherwise, unpaid ticket holders may not show up and their dinner cost is paid, seating planned, and their names on the ticket list/bid numbers. Late comers without tickets will not be allowed.

Gala event tickets are needed for any part of the event or all of the evening. This is an adult only event, no minors. Our seating is close for adults and the social aspect of the evening is not conducive to babies, children, or minors.

All workers and evening helpers need to purchase a ticket. Many people work at their own expense for months ahead of the Gala. Those who work in advance or that evening all need tickets.



**CATHOLIC DEVELOPMENT
OFFICE**

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



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