

Gala 2024 Committee Meetings and Deadlines

*****Confirmation on all Grain and Auction gifts must be in by Friday February 2, 2024**

Deadlines for the Gala Auction Advertising, the Gala book & AuctionTime.com need to be regarded.

Monday October 16, 2023 – Gala Gift Gathering Party, MWAC Learning Center, 9:00 a.m.

October 18, 2023 – Grain Committee Letters/lists mailed. Grain Auction Committee make preliminary gift calls during harvest to year-end. Then reminder follow up calls by February 10, 2023.

October 21 & 22 Weekend, 2023 - Grain Auction Flyer in Parish Bulletins.

November 11 & 12 Weekend, 2023 – Gala Grain Auction Flyer in Bulletins.

November 13, 2023 – Auction Committee Meeting Letter mailed.

Monday, November 20, 2023 – Gala Auction Committee Meeting 7:00 p.m. in the Learning Center.

November, December & January – Gala Auction Gift Solicitations.

Monday, January 8, 2024 – All other Gala Committee letters and responsibilities/reminders mailed.

Wednesday, January 10, 2024 – Gala Raffle letters and tickets out to Cedar County Catholic Schools 4th – 12th graders and parents.

Monday, January 15, 2024 - Gala Dinner Tickets Distributed to Ticket Sellers.

Wednesday, January 17, 2024 – Ad in Shopper and Cedar County News – About Ticket Sales. Also, Social Media Advertising.

January 13 & 214 Weekend, 2024 – Gala Ticket Sellers Bulletin Flyer announcing ticket sales.

January 27 & 28 Weekend, 2024–Bulletin notices/flyers runs in all parish bulletins. General Gala flyer with all details/auction acquisition from on back.

January 16 – January 22, 2024 – Alumni Gala Raffle Letters Completed.

January 24, 2023 – Alumni Raffle Letters mailed.

February 2, 2024 - Turn in Auction Gift items and Acquisition Forms any time during October, November, December, and January. Auction lists need to be completed and MUST HAVE ALL AUCTION ITEMS AND GIFT CERTIFICATES BY Feb. 2, 2024. Deadline must be honored. It is important for us to be able to get the Gala books done early, advertising, and the list and photos for the Online Auction. It is necessary to complete your list by Friday, February 2, 2024.

Friday, February 2, 2024 - Absolute Deadline to have All Auction Items and COMPLETE ITEM DESCRIPTIONS turned in to Development Office to get in to newspaper advertising and for the Online Auction. This is the absolute Final Deadline for all Auction Items and Grain Gifts to be listed in the GALA BOOKS. Items turned in later may not get in regular listings but on an inserted addendum flyer. Auction Items need to be turned in on time with complete details in information.

February 10 & 11 Weekend, 2024 – Gala Raffle, Auction items & Dinner Tickets Bulletin flyer & notices.

Wednesday, February 14, 2024 –Gala Teaser Ads run in the Shopper, Cedar County News, and Social Media.

February 17 & 18 Weekend, 2024–Bulletin Blurb to get tickets purchased.

February 24 & 25 Weekend, 2024 – Gala Bulletin Flyer about ticket sales, upcoming deadline, and Auction items teasers.

February 26, 2024 – Online Auction Posted on creamerauctions.com/AuctionTime.com

February 27 – March 1, 2024 – Gala Book Collation

Tuesday, March 5, 2024 – Final deadline for All Gala Raffle Tickets Deadline for individual prizes, class goals and alumni mail-ins. No exceptions or extensions to this raffle deadline.

Tuesday, March 5, 2024–Turn in all dinner tickets before last day of \$35 per ticket. Tickets after this date will be \$45 per ticket.

Tuesday, March 5, 2024 – Keep checking creamerauctions.com/AuctionTime.com for more Grand Auction item postings.

Week of Gala 2024

Friday, March 8, 2024 - Set down tarps by students. Gala Decorating Begins. Silent Auction Tables setup to be decorated around.

Friday, March 8 to Sunday, March 10, 2024 - Gala Decorating Committee doing gym & lobby decorations.

Monday, March 11, 2024 - Auction items must be delivered to the Development Office and large items to be delivered no later than 10:00 a.m. on Tuesday, March 12, 2024. Perishables delivered afternoon March 16th of the Gala by 3:00 p.m.

Monday, March 11, 2024 – Auction Gift Certificates go up. Linens on Tables, Chairs & Stage set up, & Tables Decorations.

Tuesday, March 12, 2024 – Auction Items check-in.

Wednesday, March 13, 2024 – Completion of Auction set up by noon.

Wednesday, March 13, 2024 – Noon – 6:00 p.m. Gala Silent Auction Preview & Bidding for Gala Ticket Holders.

Wednesday, March 13, 2024 – 6:00 p.m. Mandatory meeting w/ Ticket Check – in Committee at Learning Center.

- Jon & Karin Heine Scott & Rachel Becker
- Troy & Carrie Lammers Brian & Janelle Thoene
- Matt & Jane Saylor

Wednesday, March 13, 2024 – Mandatory meeting for all Silent Auction Committee Helpers at 7:00 PM in the Learning Center. (See Gala Committee enclose for those who need to attend this meeting.)

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| • Catholic Development Office | • Kevin & Sandy Uhing | • Brad & Jackie Steffen |
| • Julie Steffen | • Louis & Louise Guy | • Grant & Liz Heimes |
| • Don & Bridget Whitmire | • Jim & Sara Steffen | • Craig & Rose Lammers |
| • JoAnn Steffen | • Robert & Laura Steffen | • Troy & Janelle Haberman |
| • Mary Leise | • Sheila Lammers | • Jim & MeCheyl Sudbeck |
| • Amy Dickes | • Tracy Pinkelman | |

Wednesday, March 13 & Thursday, March 14, 2024 – Set up Learning Center, Concession Kitchen, Refreshment Tables and Bar Area.

Thursday, March 14 & Friday, March 15, 2024 – 8:00-6:00 p.m. Gala Silent Auction Gifts Preview & Bidding for Gala Ticket Holders.

Friday, March 15, 2024 – Finish Auction Addendum and misc. details.

Saturday, March 16, 2024 - Day of Event – Gala 2024 –

- **2:45 PM** –Ticket Check-in Committee be at tables in front lobby to Check-in tickets.
- **3:00 PM** –Perishable food gifts delivered by this time.
- **3:00 PM** - Doors open to Gala goers– Holy Trinity Greeters in place by front door podium.
- **4:45 PM** – Silent Auction Helpers, Student Servers, Auctioneers and Dinner Committee served dinner in Holy Trinity Cafeteria.
- **5:10 PM** – Student Servers Assisted by Table Overseers and Dinner Committee set Salads on Dinner Tables.
- **5:30 PM** – Dinner Guests Seated.
- **5:45 PM** – Dinner Served.
- **5:30 - 6:10 p.m.** – Gala Program & Announcements
- **6:15 PM** – Dessert Served.
- **6:15** – Grain Auction begins and continues to Grand Auction.
- **Evening Agenda Continues.** (See Gala Flyer or Gala Book page A3 for entire Gala Evening Agenda.)

Sunday, March 17, 2024 – Gala Clean up at designated time in morning. Dinner Committee take down/put away tables, chairs, and dinner items. Decoration Committee take down and put away decorations.

Sunday, March 17, 2024 - Gala Snow Date. Pray it's not needed!

Thank you for regarding this schedule and all that you do.