

2025



GALA &
GRAND AUCTION

Saturday, March 29, 2025

Host & Hostess Committee Members

Holy Trinity School Board President and Spouse
Jackie & Brad Steffen

Host & Hostess Committee Responsibilities

- The host and hostess and ticket check-in people need to attend the Ticket Check-in meeting on Wednesday, March 26th at 6:00 pm in the Learning Center. The Gala ticket check-in process is very important to Gala records and follow up bookkeeping.
- Holy Trinity School Board President and spouse, Jackie & Brad Steffen, will stand by MWAC front entry (host & hostess podium provided) to greet and direct people to respective color ticket tables.
- The host and hostess will be needed from 3:00-6:00 p.m. to welcome and direct guests. At 6:00 p.m. you can be seated in the gym to eat with other guests.
- There will be two copies of the Ticket ledger to use as a reference at the podium, one sorted by ticket number and one alphabetical by last name. Use them to assist guests that did not bring their Gala Tickets.
- **The Check-in Ushers** will assist between ticket check-in tables to continue directing and moving people forward to the north gym doors.
- **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 - Joani will approve it.
- The ticket numbers are guests' bid numbers.
- 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: Red Table	# 665-999: Red Table
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- The ticket number on the top left side of the ticket is printed in the color that corresponds with the table they should check-in at. Their Bid Card will be at that table.
- **IMPORTANT :**
 - * 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 and purchasers 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, and when people pick up their gifts.

Thank you!

The success of this event is possible because of the dedicated volunteers, committees, donors, and buyers.
We appreciate all participation in this wonderful event that supports our Cedar County Catholic Schools.



Scan the Code to View or Print All Committee Responsibilities
and Gala Updates/Information is posted on cearcatholic.org.

Please Contact the Catholic Development Office at
(402) 254-3912 with questions!