

2025



GALA & GRAND AUCTION

Saturday, March 29, 2025

Ticket Table Check-in & Silent Auction Helpers Committee Members

East & West Catholic Development Committee

- Four couples are needed to Check-in guests from 3:00—6:15 p.m. Three couples at Check-in Tables and one couple as Check-in Ushers.
- Four couples will help with Silent Auction from 6:45—9:30 p.m.
- One couple (Eric & Jana Eickhoff) will help at Wine Bar.

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| ◆ Scott & Rachel Becker | ◆ Craig & Rose Lammers | ◆ Jim & MeCheyl Sudbeck |
| ◆ Eric & Holly Dickes | ◆ Troy & Carrie Lammers | ◆ Bryan & Jonelle Thoene |
| ◆ Justin & Raina Hoebelheinrich | ◆ Ben & Stacie Pinkelman | ◆ Eric & Jana Eickhoff |

Silent Auction Committee Responsibilities

- 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 **Wednesday, March 26, 2025 at 7:00 p.m.** See enclosed Silent Auction Committee information.

Ticket Table Check-in Committee Responsibilities

- The Gala ticket check-in process is very important to Gala records and follow up bookkeeping. The ticket check-in people need to attend the Ticket Check-in meeting on **Wednesday, March 26th at 6:00 pm in the Learning Center.**
- 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.
- **Three of the couples from East & West Catholic Development Committee will be needed at ticket check-in tables and one couple will be Check-in Ushers the night of the Gala. The other four couples are needed to assist Silent Auction section closings.**
- **The Check-in Ushers** will assist between ticket check-in tables to continue directing and moving people forward to the north gym doors.
- The ticket check-in group will be needed at ticket check-in tables from 3:00-6:15 p.m. to take event tickets. Check guests to names on the list and give guests their bid card number.
 - * You will need to alternate eating dinner between 6:00-6:30 p.m. in the gym. One needs to stay at the main Check-in table for late comers.
 - * **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 and monitor the door.
- **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.
 - * **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, required by our temporary liquor license.





• **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.** 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 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.
- **Kristi will meet at 6:15 p.m. Gala night** with a couple Silent Auction Helpers to update the 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 Silent Auction helpers as soon as updates are completed on Gala night.
 - * **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: Red Table # 665-999: Red Table

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!