

Gala Committee Structure

- Two co-chairs manage overall planning and execution
- 10-12 additional volunteers assist with specific tasks

Joint/Committee/Board Tasks

- Set overall budget
- Determine ticket pricing

Co-chair: Venue (Michael Smith)

- Work with 19th Century Club on room and set-up requirements.
- Work with caterer to determine/select food and beverage options.
- Create seating chart, table tents
- Arrange and manage room prep
- Determine/meet audio visual equipment needs

- Décor (1 volunteer)
 - Order flowers, decorations
 - Create signage as needed
 - Assist with pre-gala set up in the afternoon
- Reception (3 to 4 volunteers)
 - Create name tags
 - Staff reception/sign-in table
 - Check off/track attendees
 - Welcome/direct guests
- Coat Check (1 volunteer coordinator)
 - Work with OPRF A Place for All sponsor to solicit student volunteers
 - Create/edit rules/guidelines and communicate to volunteers
 - Meet and provide orientation/instruction to volunteers (night of gala)
 - Order food/drink for volunteers
 - Create signage for coat room/tip jar
 - Provide tip jar
 - Collect tips and relay to treasurer

Co-chair: Program and Fundraising

- Create and track overall calendar/timeline
- Track ticket sales/attendees
- Schedule committee meetings as needed
- Update board/obtain board approvals as required
- Review/approve communications
- Create overall event flow, program

Program and Fundraising (continued)

- Table Captain (1 lead)
 - Contact past and potential table captains
 - Define desired table captain actions
 - Maintain ongoing communication with table captains
- Awards (1 lead)
 - Identify potential candidates for Founders Award(s)
 - Work with board to select award recipients
 - Order/obtain award plaques
 - Notify award recipients
 - Draft award recipient bio/write up for program book
- Live Auction/Raffle (Lead + 3-4 volunteers)
 - Plan “night-of” fundraising activities
 - Obtain/track donations for use in auction/raffle
 - Create packages for auction/raffle
 - Identify/prep auction lead(s) and assistants (as needed)
- Sponsor/Advertiser Coordinator (1 or 2 volunteers)
 - Track and monitor all sponsor and advertiser forms
 - Follow up with sponsors/advertisers as needed (for materials, payment, etc.)
 - Forward ad materials to Tom J
 - Mail ad proofs (as needed) to advertisers
 - Proofread final ads
- Advertising sales (1 to ?? volunteers)
 - Solicit local businesses and individuals to advertise
 - Forward all advertising commitments to Sponsor/Advertiser Coordinator
- Communications/Graphics (communication committee + Tom J)
 - Plan, create and execute advance communications
 - Create gala theme and graphics/logo
 - Design and print invitations and response cards
 - Design and prepare electronic invites
 - Create gala page on website (including ticket purchase mechanism)
- Entertainment/Program/AV
 - Secure and hire DJ
 - Determine additional entertainment needs (e.g., photo booth)
 - Determine AV needs
- Scholar Liaison (1 volunteer)
 - Invite current and past scholars
 - Solicit video testimonials