

Gala Community Participation Form

Our entire community of parents, teachers and staff work hard each year to make the Gala a success. The funds raised are very important to the mission of the school and make possible the scholarship and enrichment programs.

This year we have a goal of *100% community participation*. Please take a moment to let us know how you can help this year. *Please respond by February 20th*.

Name: _____

Phone: _____ Email: _____

Check all that applies and fill in the appropriate section:

- Underwrite** a portion of the event
- Place **Program Ad**
- Volunteer** your time
- Donate** an auction item
- Buy a ticket and **Attend!***



Event Underwriting

Underwriting Item	Cost	Benefit	✓
Food	\$2000	Full page program advertisement, signage at event, 8 complimentary gala tickets, plus a reserved table at event	
Decorations	\$1500	Full page program advertisement, signage at event, and 4 complimentary tickets	
Tables & Chairs	\$1000	Full page program advertisement, signage at event, and 2 complimentary tickets	
Programs	\$500	½ page program ad, signage at event	
Invitations	\$500	½ page program ad, signage at event	
Entertainment	\$500	½ page program ad, signage at event	
Displays	\$300	¼ page program ad, name on sponsor page	
Children's Projects	\$300	¼ page program ad, name on sponsor page	
Children's Photos	\$200	1/8 page program ad, name on sponsor page	
Goody Bags	\$200	1/8 page program ad, name on sponsor page	
Photographer	\$200	1/8 page ad and name on sponsorship signage	
½ hour of open bar	\$100	Name on sponsorship signage and name on bar	

Advertising

*Advertising rates are discounted by 20% to businesses or persons making a donation to the Live/Silent auctions. **Ad submissions are due no later than March 24, 2008**

Mark correct ad size and circle appropriate ad rate:

*Discount w/ Donation

<input type="checkbox"/> Eighth Page	3" x 1.875"	\$25	\$20
<input type="checkbox"/> Quarter Page	3" x 3.75"	\$45	\$36
<input type="checkbox"/> Half Page	6" x 3.75"	\$80	\$64
<input type="checkbox"/> Full Page	6" x 7.5"	\$150	\$120
<input type="checkbox"/> Full page Color: inside back and cover		\$500	\$400 (limited availability)

Volunteering

Please put a check by all that apply:

√	Category	Tasks
	Marketing	Put up posters around town
	Raffle	Sell raffle tickets
	Invitations	Mailing work bee
	Wine Party February 11th	Event set-up/cleanup
	Silent Auction	Business solicitation for donations
		Enter items into web catalog
		Display work bee
		Set-up of items on April 23 & 24
		Assist with auction night of event
		Assist with distribution of items post event
	Children's Photos	Assembly work bee
	Goody Bags	Assembly work bee
	Live Auction	Creating displays for night of event
		Spotter for live auction
	Decorations Planning	Attend meetings, gather items/create decorations
	Decorations/Event set-up	Set-up on April 23 & 24
	Event Clean-up	Post event on April 24 and morning of April 25
	Entertainment	Find musicians to donate time
		Help create videos
	Registration	Adding RSVP cards into database
	Check-in	Check people into event on laptop
	Checkout	"Close" auction items in computer and close out bidders on laptop; accept payment

Donations

Description of Donation *(Please include description for auction booklet and any limitations. If available, please provide photos/supporting material for items not present at the time of auction to use for display boards. Photos and business logo can be e-mailed to wordenwood@msn.com for inclusion in web catalog)*

Name: _____

Phone: _____ Email: _____

Item #1: _____ Value\$: _____

Item Description: _____

Item #2: _____ Value\$: _____

Item Description: _____

Buy a Ticket!

Tickets are \$125 each and include entry to the party, dinner, open bar, and entry into a drawing for a door prize (to be announced).

Number of Tickets _____ x \$125 = _____ Check # _____

Name of Guest: _____ Name of Guest: _____

Name of Guest: _____ Name of Guest: _____

(Call 929-9325 with credit card number)

Comments (Something we forgot?) _____

Thanks for your time!

The Gala Committee