

# A Night to Remember

3<sup>RD</sup> ANNUAL GALA • FRIDAY, MARCH 31, 2017

MARRIOTT LAGUNA CLIFFS RESORT IN DANA POINT



MISSION HILLS  
CHRISTIAN SCHOOL

## Volunteering for the Gala

The annual Gala is our largest event of the year and a great way to complete service hours while enjoying working with a great group of people dedicated to hosting a wonderful evening. If you are interested in any of the following opportunities, please email us at [MHCSGala@gmail.com](mailto:MHCSGala@gmail.com).

Thank you in advance for your help - we could not do this event without you!

### Volunteer Opportunities

**Planning Committee** – Help us with planning, logistics, communications, and event management.

**Auction Support** – The silent and live auction is one of the most important and exciting components of our Gala. Guests love the opportunity to bid on unique and interesting items. We need enthusiastic volunteers to help us bring together all the pieces it takes to make a highly successful auction. Some of the areas you can help us are:

- Soliciting auction items
- Managing list of items that have been pledged and delivered to the school
- Coordinating with PTP/Room Moms on class baskets and creating fun themed baskets that appeal to guests from the various donated items we receive
- Following up with people and businesses that have committed to donate for the auction to ensure we receive the items
- Collecting name and contact information for all auction item donors so we can properly receipt and thank them
- Promoting auction items – creating interesting descriptions, getting pictures, helping to set initial bid and estimated value of each item.

**Sponsor Recruitment** – Sponsors of the Gala help underwrite the of costs of the event enabling us to direct donations that are received to our Variable Tuition Program and Saints Annual Fund. We need your help to reach out to your professional contacts at businesses and organizations to solicit sponsors. We have a sponsorship materials to use when approaching a business on behalf of Mission Hills. Once you have confirmed a sponsor, let us know and our Sponsor Coordinator will take over from there to ensure that paperwork, payment, and information/logos are received in time for pre-event promotion.

**Registration Coordination** – Assist Group Hosts in utilizing our online event registration software to invite, confirm, and communicate with guests.

**Onsite Support** – Assist with setup, welcome and registration, ushering, distribution of auction items to winning bidders, and as needed by Gala organizers.