

# 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

## Key Gala Planning Dates to Remember

- 1/15: Begin Soliciting Auction Items and Sponsors – [Auction Item Request Form](#) Online
- 1/20: Gala [Group Host Packets](#) Available in Office and Posted Online
- 1/23: Gala [Online Registration Open](#) – [Website](#) Goes Live
- 1/31: Printed Gala Invitations Available in Office for Group Hosts and Gala Guests
- 2/17: 1<sup>st</sup> Major checkpoint date:
  - How many people invited and confirmed for Gala
  - Auction items solicitation
- 3/03: 2<sup>nd</sup> Major checkpoint date:
  - How many guests invited and confirmed for Gala
  - Auction items solicitation
  - Class basket items coming in
- 3/10: Auction Item & Class Basket Donation Deadline
- 3/15: Auction Basket Wrapping Party
- 3/17: Complete Assembly of Class Baskets
- 3/17: Group Hosts - Deadline to Complete Inviting Guests
- 3/21: Group Hosts - Pre-event Prep Meeting, Tuesday evening at 5:30pm – 6:00pm
- 3/24: RSVP Deadline for confirming guests
- 3/24: “Don’t Forget” Reminder Emails Sent to RSVPs
- 3/27: Online Auction Goes Live
- 3/27: Review of overall guest list – adjust seating to accommodate final RSVPs
- 3/29: Gala Auction Basket Review Day with Students in Chapel
- 3/31: 2017 “A Night To Remember” Gala at Marriott Laguna Cliffs Resort - 5:30pm  
Request Group Hosts arrive at 5:00pm for prayer.