

**TIGER GALA 2010  
HOLY FAMILY HIGH SCHOOL  
COMMITTEE JOB DESCRIPTIONS**

**CHAIRS**

Supervises teams and oversees all aspects of the Tiger Gala.

**CO-CHAIRS**

Works with Chairs and team to oversee all aspects of the Tiger Gala in preparation to lead 2010-2011 Gala.

**SCHOOL LIAISONS**

HFHS Staff works with Gala team in handling all aspects of school related business (i.e. budget, contracts, website, etc.)

**AUCTION BOOKLET**

Oversees designing, producing and printing the auction booklet and supplement to auction program.

**AUDIO VISUAL**

Creates slide show presentation for Live Auction, Fund-a-Need, and Sponsorship recognition the evening of the Gala.

**BANQUET COORDINATOR**

Oversees all aspects related to Omni including food selection, beverage stations, audio visual equipment, etc.

**BASKET WRAPPING**

Prepares and wraps auction items for display. Moves baskets to “war room” and sorts according to category.

**CORRESPONDENCE**

Mails out solicitation letters, invitations and thank you notes, pre and post Gala.

**DATA ENTRY**

Inputs auction items into Auction Tracker System with descriptions, donor information, category and number assignments.

**DECORATIONS**

Develops a decorating plan that coordinates with the Tiger Gala theme. Rents or makes decorations as necessary including table centerpieces. Removes all decorations after the Gala.

**GIFT GATHERING**

Hosts a cocktail party at their home where guests can bring donated auction items. Gathers donated items, prepares donation forms, and delivers items to school. Includes some selling of Gala and tuition raffle tickets.

**HFHS FACULTY/CLUB DONATIONS**

Team lead by HF School Liaison that coordinates donations made by all HFHS faculty and clubs.

**LIVE AUCTION**

Solicits donations for the live auction. Creates display boards for all Live Auction items. Makes follow up calls to local businesses and families that received solicitation letters. Works with School Liaisons, Auctioneer and Gala Chairs in the selection of live auction items. Assists with delivering and setting up items at Omni the morning of Gala. Ensures all bidder numbers are recorded and delivered to Technology Team at closing of Live Auction and Fund-A-Need by working with Live Auction Spotters.

### **LIVE AUCTION SPOTTERS**

Volunteers (“Spotters”) monitor and record bidder information during the Live Auction and Fund-A-Need portion of the Gala. Works with Live Auction Team Leader.

### **LOGISTICS**

Works with Live & Silent Auction Teams to transport auction items to Omni for set-up. Arranges security to watch over items after set-up and before start of Gala. Assists Knights of Columbus in the collection and distribution of all auction items to successful bidders at check-out.

### **PARISH LIAISONS**

Coordinates publicity/marketing/ads in local community parish bulletins. Works closely with Publicity Team.

### **PROGRAM DELIVERY**

Drivers needed a few days prior to auction to hand deliver booklets to all Gala attendees.

### **PUBLICITY**

Creates an advertising plan to promote the Gala that includes artwork design, posters, Gala web content, and press releases in local community newspapers.

### **RAFFLE TICKETS**

Team led by HF School Liaison selling Tuition Raffle tickets at various HF sponsored events, carpool line, and/or evening of Gala.

### **RESERVATIONS/SEATING**

Manages RSVP’s and seating requests. Prepares a seating plan and charts as necessary. Assists Technology Team with the check-in process on the night of the Gala.

### **SILENT AUCTION**

Solicits donations for the silent auction. Makes follow up calls to local businesses and families that received solicitation letters. Assists with delivering and setting up items at Omni the morning of Gala. Ensures all bid sheets are delivered to Technology Team at closing of Silent Auction.

### **SPONSORSHIPS**

Team led by HF School Liaison to create sponsorship package, contacts, mailing list and follow up to secure sponsorship dollars to help offset Gala costs.

### **STUDENT MARKETING**

Contacts HFHS parents to solicit donations, raffle ticket sales, sell Gala tickets, and answer any questions related to Gala.

### **TECHNOLOGY TEAM**

Handles all aspects of the computerized check-in and check-out process the evening of the Gala.

### **VOLUNTEER COORDINATOR**

Recruits additional parent volunteers and coordinates assignments to assist with the Gala whenever needed.

Please contact your Tiger Gala Chairs if you would like to serve on any of these committees. Thank you for your support!

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