

# The Star Gala Meeting Minutes

Location: Bethlehem Church

Date: March 6, 2023

Time: 7:00 pm

- The Star Gala 2023
  1. Sept 23, 2023 @ 5:30pm
  2. Auctioneer - Pastor Niles
  3. Food: 3 Guys and a Grill Menu
    - a. No appetizers - keep cost down and lack of volunteers
    - b. Need servers
  
- Goal - Budgeted \$90,000
  
- \$15,000 budget to spend in account
  - Cost last year \$10,000
  
- Committees/Roles needed - Create a doc for sign up and a doc listing who is on each committee with phone numbers so everyone can contact each other
  1. Volunteer Coordinator (2 or more people to lead)
    - Serving food
    - Set up - 8th Graders (Thursday-Sunday for set up and take down)
    - Take down (sunday)
    - Work the raffle stations
    - Work the bars
    - Auction helpers - running tickets, writing down numbers, running bar bills
    - Printing and assembling booklet
    - Printing and mailing Invitations
    - Printing and mailing Thank You's
    - Registration
    - Check Out (computers - logging items purchased)
  
  2. Sponsorship and Donation Team - (Lead - Leah and Jessica)
    - Silent Auction Items
    - Live Auction Items
    - Sponsorships
    - Beer and Wine
    - Raffle Items
    - Print and Mail thank you cards as soon as possible after receiving donation

- Need a spreadsheet access for everyone
  - Alphabetical: who is contacted, for what, yes or no, and address for thank you, pick up or drop off
- Donation cut off September 1st
- Sponsorships available:
  - Platinum \$10,000, unlimited drinks, table 2 full color ads
  - Gold \$5,000 - table, 2 bottles of wine, ads
  - Silver \$2,500 - table
  - Bronze \$1,000 - table - smaller ad
    - At least \$50,000 corporate sponsorship

#### At the Gala

- Beer and Wine Sponsorship
  - Their signage, sponsored by
- Silent Auction
  - Close tables at different times, listed in the booklet (Evening timeline)
- Live Auction

#### Raise Money at Gala

- Live Auction Items
    - 10 or less
  - Silent Auction
    - Deadline Sept 1st - entered in greater giving and booklet
  - Chocolate Raffle (\$200 to win) open during live auction \$25 per box
  - Children's Art - coordinate with teacher
  - Mystery boxes - gift card donations
  - Diamond jewelry Raffle- \$20 per ticket get a fake ring
  - Heads or tails - still have lots of necklaces left
  - Dessert Dash - go quicker "dash"
  - Fund a Need - hasn't been decided yet (Need by May 1st)
    - Key fobs
    - New Playground equipment
- Website access - Greater Giving
    - Registration (huge fee - find a new solution)
    - Booklet will include silent and live auction items
    - Items will be in before hand to make check out easier

**Next meeting date: May 1st @ 6:00**