

Holy Cross of San Antonio Gala Committees

1. Sponsorship Committee

- a. Position Summary: Primarily leads efforts to Solicit Funds from Sponsors.
- b. Responsibilities and Duties:
 - i. Maintaining on-going relationships with sponsors
 - ii. Soliciting corporate and individual sponsorships for the Gala
 - iii. Conduct monthly committee meetings leading up to the Gala

2. Registration Committee

- a. Position Summary: primarily works at the registration table during the Gala.
- b. Responsibilities and Duties:
 - i. Greet Guests
 - ii. Check guests in
 - iii. Take payment, if they did not pay before hand
 - iv. Scan Credit Cards of guests signing up for credit card check-out.

3. Auction Committee

- a. Position Summary: primarily works soliciting item donations (live & silent)
- b. Responsibilities and Duties:
 - i. Send auction solicitation letter mail out to past and new donors
 - ii. Create Baskets for Gala
 - iii. Responsible for receiving as many donated items for the silent auction as possible.
 - iv. Solicit live auction items
 - v. Meet with the auctioneer to go over solicitations
 - vi. In charge of getting volunteers 4 weeks before the event as auction spotters for the Live auction
 - vii. Night of event responsibilities

4. Hospitality Committee & Volunteer Coordinator

- a. Position Summary: Primarily is responsible for contracting vendors and maintaining a relationship with vendors throughout / Obtaining volunteers for the event to help prior to the event and the night of
- b. Responsibilities and Duties:
 - i. In charge of finding parent volunteers
 - ii. Room/Table layout for the day of the event
 - iii. Making sure all vendors are in taken care of (i.e. band is provided with a small meal during the event)

5. Event Program & Publicity Committee

- a. Position Summary: Primarily is responsible for creating the “look” for print advertising as well as publicizing the event on social media, the school blog, email blast, etc...
- b. Responsibilities and Duties:
 - i. Creating the “look” of the event program, invitation, R.S.V.P Card and save the date.
 - ii. Creating news releases, blog posts, and social media sites to publicize the event to the fullest capacity.

6. Technology & Security Committee

- i. Established if venue is suitable for Wi-Fi connection and compatibility for the credit card machines, iPads, and computers used for check out and auction.
- ii. Responsible for getting Holy Cross Volunteers in the auction room for security.
- iii. Mobile Bidding