



ALLENTOWN RESCUE MISSION THIRD ANNUAL

Gala Celebrating Lives Changed

DINNER | SILENT & LIVE AUCTION

Invitation to Join our Gala Event Planning Committee

Thank you for interest in helping make our Annual Gala Celebrating Lives Changed a huge success! Meetings are being held on Thursday afternoons through April. There are many opportunities to volunteer from home and call into meetings. Please visit our website, www.allentownrescuemission.org for complete details and information about this year's Gala!

Gala Chairperson

Be an invaluable part of our Development team by overseeing details and event coordination for our annual Gala celebrating lives changed. Help lead volunteer committees below providing direction and assistance as the main Rescue Mission Contact. And have a lot of fun!

Centerpiece Committee

1. Research, design, and present Centerpiece items consistent with Gala theme.
2. Solicit donations for items and work within a budget.
3. Make items, store them and help bring to event and set up at event.
4. Identify, envision, and solicit decorations for the Gala consistent with Gala theme.

Set Up Committee

1. Help Set Up and Decorate the room on the day of the event.

Greeting Committee

1. Welcome guests, usher them to coat check and registration table. Direct them through registration and into the social hour area.

Registration Committee

1. Provide Name Tags, Bidder Numbers, hand out programs.
2. Hand out tickets for beverages and direct guests to the Lehigh Valley Style Photo Area.

Calling & Solicitation Committee

1. Work from home calling businesses to ensure they have received auction request Letters.
2. Make RSVP follow-up calls.
3. Take your group door to door at your favorite shopping venue and ask for auction item donations.

Silent Auction Committee

1. Collect solicited items, group together appropriately, write fun descriptions, help make baskets.
2. Make Bid sheets and signs, set up & organize all Silent Auction baskets with bid sheets at the event
3. Assist with disbursement of Silent Auction items

Usher and Clean Up Committee

1. Assist Guests in retrieving their auction items, help carry baskets to cars. Collect name badges, help get their coats and usher out the door.
2. Help staff collect all items, pack cars, help clean out the room at the end of the night.

**Committee descriptions subject to change as process is finalized*