



AFTER GALA CLEAN-UP COMMITTEE

Cedar County Catholic Schools

2024 Gala Auction

Saturday, March 16, 2024

Responsibilities

One of the most important things is to check the entire gym, restrooms, and hallway areas to make sure there are no beverage cans or glasses left anywhere. Take out as much garbage as possible at the end of Gala night.

The Dinner Committee and helpers will complete the clean up on Sunday at an arranged time.

- Putting tables, tarp (if dry, or students will put it away – Coordinate this with Mr. Cattau) and chairs away and returning borrowed tables.
- Custodian Craig will scrub floor mat. Students will put it away on Monday morning.
- Make sure white banquet tables that are marked “Msgr. Werner Activity Center” get into this new building storage room.
 - And tables that are not marked should go into Holy Trinity storage. Make sure tables are dry before stacking. There has been a problem with tables being put away wet.
 - Tables should be stacked in 3 piles rather than 2 due to the weight on tables in the bottom of the stacks. Arrange with Mr. Cattau or Mr. Kalin.

Put all leftover Gala books in the Development Office. These are needed for follow up use. Watch for Gala Buyers’ Gift Certificates etc. that may have been left and also place in the Development Office.

DO NOT THROW AWAY THE GALA BOOKS.

Clean off all tables. Put soiled linens loosely in the Learning Center. (If table linens are wet from being spilled on lay them out loosely in the Learning Center to dry we are charged if dirty linens mildew). Sort cloth napkins separate from table cloths as they go back to different rentals

Put table decorations in the Learning Center to be put away or for Floral Designs to pick up Sunday or Monday. Some decorations belong to Floral Design. Some belong to the Gala.

Movable room decorations and auction props can be set in the hall or Learning Center for the Decoration Committee if they need help. Off the floor decorations will be dismantled by the Decorations Committee as soon as possible.

Put all garbage from the gym, restrooms, and hallway areas into bags and place in the dumpsters outside the cafeteria delivery door. Make sure garbage cans with clean bags and the floormats are put back to where they were borrowed from in Holy Trinity School.

Make sure all dishes and serving ware is back into place in the cafeteria and Guild cupboards from where it was taken.

Thank you!

The continued success of this event is not possible without the dedicated volunteers and committees that make this event run smooth. We appreciate your part in this wonderful event that supports our Cedar County Catholic Schools.



**CATHOLIC DEVELOPMENT
OFFICE**

**Please contact the Catholic Development Office at
(402) 254-3912 if you have any questions!**



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