



# DECORATION COMMITTEE

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

### Responsibilities

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Plan decorations with Alissa and Floral Designs (to coordinate with table décor and linens.) Floral Designs with the help of the Decoration Committee can plan dinner table decorations for tables in the gym and for the check-in tables in the main lobby. The Gala's theme this year is Gala 2024; **"A Night at the Golden Globes."** Thank you to Kathie Dresden, this year's Decoration Charman and all the Committee for making the Gala extra fun!

Organize your group of committee members, and take an inventory of the supplies in the Rectory basement you plan to use. Please use decoration inventory items as much as possible as we have accumulated a nice inventory. Clear costs with Joani & Alissa for any supplies that are needed to be purchased ahead of time. Supplies can be purchased with reimbursement to you, but need to be OK'd with Joani before buying them. In the past Floral Designs allowed the Decoration Committee to use their rental inventory for centerpieces at no charge to the Gala as part of their Gala donation, so be sure to confirm that and utilize their gift before making purchases. Do not discard any Gala decoration inventory in storage without clearing with Joani because some of it was donated and may need to be returned to donors if we no longer need some items.

The Development Office will order the cloth napkins with the table linens. Let Alissa or Kristi know as soon as possible the color of napkin.

Make sure the lift to decorate the ceiling is plugged in and charged the night before you start decorating.

Begin decorating after tarp is down by Friday, March 8. Decorations will need to be basically done by Monday, March 11<sup>th</sup> when dinner tables are set up.

Plan décor for all areas of the gym and hallway; the break between the dining and Silent Auction areas, special attention to the Super Silent auction area, the ceiling over the dining area, the bar and drink ticket areas, the stage area and the check in area in the hallway. Remember to clean up/sweep the tarp for any after-decoration clutter.

Dismantle and put away decorations Sunday morning, March 17<sup>th</sup>. The Dinner Committee will be doing their clean up too, and help clean up the décor on the dining tables so that tables can be put away. The Dinner Committee will notify Cedar Catholic that children are needed for cleanup and can earn service hours. The Decoration Committee will need to organize your committee for the décor cleanup and put away. Make sure all decorations and trash are picked up. Remember Mass times are at 6:00 p.m. Saturday and 10:30 a.m. Sunday. Schedule your clean-up crew accordingly.

*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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