



### Responsibilities

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\_\_\_\_\_ The Development Office will order table linens, reserve Merkel Catering, plan the menu, make arrangements for the dessert and line up two cafeteria workers to run the dishwasher for that evening. The menu this year will be a roast beef dinner.

\_\_\_\_\_ Organize all kitchen and dining room activities for setting up, serving the dinner, and putting dinner items away.

\_\_\_\_\_ As a courtesy, ask the Holy Trinity Guild President if we can use coffee pots and pitchers from the Guild supplies.

\_\_\_\_\_ Organize kitchen and dining room workers responsibilities the evening of and follow-up the event. Letters have been sent to parents and students to serve dinner and clear dishes off tables. Ask Alissa for that list. All student servers should wear black pants [NO SKIRTS] and white shirts and can earn service hours for helping. Students will get a Gala dinner.

\_\_\_\_\_ All workers and committee members working in the gym, kitchen and concession will need to buy a Gala ticket. The Development Office will provide you with that list.

\_\_\_\_\_ Check supplies – ask Alissa first before ordering water glasses [10-12 oz. clear plastic] as needed. May have some items in storage. Check with Floral Designs, Development Office and Kathie Dresden, Decoration Chairman, about color of decorations to coordinate paperware.

\_\_\_\_\_ Organize the time for dinner table set-up on Monday, March 20<sup>th</sup>. The tarp will already be down. Get white tables from Msgr. Werner Activity Center storage room and Holy Trinity storage room. The podium is in the Activity Center Learning Center. Approximately 130 tables will be needed for dinner, scraping plates, Auction display, sale clerks and ticket tables. Round tables are used in the gym for reserved tables. Some 6' narrow tables and chairs may have to come from Cedar for the stage and wine bar.

\_\_\_\_\_ Set tables up according to illustrated plan.

\_\_\_\_\_ Use activity Center floor mats and barrow some from Holy Trinity in needed areas of gym and hallway. Put cardboard on gym floor where the tarp doesn't reach to protect it.

\_\_\_\_\_ Rented mats need to be placed down by the wine bar, refreshments bar, water & coffee stations, floors and concession countertops where serving, the area where plates are scraped.

\_\_\_\_\_ Set tables in the main lobby near south entrance for Ticket Check-In Tables.

\_\_\_\_\_ Set up concession kitchen as needed for the caterer. Cardboard on counters and heaters for plates, etc. We will have 3 or 4 serving lines pending the menu for the caterer in the concession kitchen.





# DINNER COMMITTEE

Cedar County Catholic Schools

## 2024 Gala Auction

Saturday, March 16, 2024

Five rectangular tables will be needed on the south side of the Academic Center for the Sale Clerks. The Auctioneers will be fed early in the South side Learning Center – Set 3 round dinner tables with linens and tableware there for them to eat early. After they eat, have table settings ready to see if we need them for backup dinner seating pending dinner/ticket count. When dinner is done backup dinner tables in Learning Center can be put away.

Two tables also in the north half of the Learning Center are needed for Coat Check plus the coat racks.

Set tables in the Holy Trinity Cafeteria as needed with linen, dishes & silverware for workers' dinners [Usually 45 or so early dinners]. Set the tables in the gym with linens, plates, silverware, napkins, glasses, cups, butter, salt & pepper (the caterer furnishes the butter, salt and pepper). Arrange a time to do this by Friday afternoon.

Organize a cleanup committee after the event in the old gym. [See Clean Up Committee Responsibilities]. Give a copy of the After-Gala Clean-Up Committee responsibilities to those on that Committee.

Wash wine glasses in concession kitchen.

Supervise kitchen and dining room the night of the Gala. Wash by hand any large pans that don't fit in dishwasher. Donna is there only to run large dish washer for plates and silverware.

Organize the snacks to set out on guests' tables at 8:30 PM. Package leftover food to be sold.

Arrange to finish clean up, putting tables, chairs away on Sunday morning. Remember Mass times are at 6:00 p.m. Saturday and 10:30 a.m. Sunday. Schedule your clean-up crew accordingly. Notify Cedar Catholic students are needed to help clean up.

Call Hartington City Office to have a Garbage truck do a garbage pickup on Monday, March 18, 2024.

# 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!*



**Scan the Code to View or Print All Committee  
Responsibilities and Gala Updates / Information!**

**DINNER COMMITTEE**  
Last Updated 1/16/2024