

2025



GALA &  
GRAND AUCTION

**Saturday, March 29, 2025**

### **After Gala Clean-up Committee Members**

- CCHS Eighth Grade Parents & Students
- Dinner Committee
- Decoration Committee

### **After Gala Clean-up Committee Responsibilities**

- Meet at the MWAC at 8:00 a.m. Sunday morning after Gala to assist putting away and clean up.
- The CCHS Eighth Grade Students and Parents will assist the Dinner Committee by putting the stage, tables and chairs away. Make sure white banquet tables that are marked "Msgr. Werner Activity Center" get into this building storage room. And tables that are not marked should go into Holy Trinity storage. The floor tarp will need to be swept. The Custodians will come later to wash the tarp. Make sure tables are dry before stacking. There has been a problem with tables being put away wet.
- Clean off all tables. Pile soiled linens loosely in the Learning Center. (If table linens are wet, stack loosely in the Learning Center to dry.) Sort cloth napkins, table cloths, by color in separate piles or laundry bags provided.
- Table decorations can be carefully moved in the Learning Center for Floral Designs to be picked up on Sunday or Monday. Some decorations belong to Floral Design. Some belong to the Gala and some are rented. The Gala Decoration Committee will sort decorations. If you handle decorations be careful to not break.
- 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 on tables and put the Development Office if you find some.
- Movable room decorations can be set in the Learning Center for the Decoration Committee if they need help. Decorations will be dismantled by the Decoration Committee as soon as possible so the other cleaning can happen.
- Put all garbage from the gym, concessions, restrooms, Holy Trinity Cafeteria, and hallway areas into bags and place in the dumpsters outside the cafeteria delivery door. Make sure garbage cans with clean bags 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, Learning Center, and Guild cupboards from where it was taken.
- DO NOT dismantle or clean off the tables in the learning Center that have Auctioneers and Clerks equipment. They will take care of their equipment.

***Thank you!***  
***to the dedicated volunteers, committees, donors, and buyers.***  
***We appreciate all participation.***



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

Please Contact the Catholic Development Office at  
**(402) 254-3912** with questions!