

2025



GALA &  
GRAND AUCTION

### **Dinner Committee Members**

- Matt & Kathie Dresden
- Nick & Jessica Schmit
- Jen Eickhoff
- Scott & April Heimes

### **Dinner Committee Responsibilities**

- ***The Dinner Committee will have a meeting on Monday, March 17, 2025 at 7:00 p.m. in the Learning Center.***
- The Development Office will order table linens, reserve Merkel Catering, plan the menu, make arrangements for the dessert and line up two cafeteria workers if needed 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 servers and pitchers from the Guild supplies.
- Check supplies – ask Joani first before ordering water glasses [10-12 oz. clear plastic], dessert plates, and paper boats. May have some items in storage.
- Set tables up according to illustrated plan on Monday evening, March 24<sup>th</sup> at a mutually set time.
- Rented mats need to be placed down by the wine bar, refreshments bar, water & coffee stations, floors and concession Kitchen where serving. Also put floor mats where the tarp doesn't reach in doorways.
- Need three tables in the main lobby near south entrance for Ticket Check-In Tables.
- Set up concession kitchen as needed for the caterer. Cover counters. Get small heaters for plates or plate warmer, etc. We will have 3 or 4 serving lines pending the menu for the caterer in the concession kitchen. Get plates out on counters.
- Six 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 Holy Trinity Cafeteria. Set linens and tableware in Holy Trinity for them to eat early. (At 4:30 p.m. When the workers eat.
- Two tables 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; students and Auctioneers and Clerks [Usually 50 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 on Friday afternoon with Dinner Committee and other helpers.
- The Dinner Committee will eat dinner on Gala night at 4:30 p.m. in the Holy Trinity Cafeteria.
- Gala Clean-Up Committee responsibilities were sent to eight grade parents and students to assist the Dinner Committee on Sunday Morning.
- Supervise kitchen and dining room the night of the Gala. Wash by hand any large pans that don't fit in dishwasher. Teresa or another helper will be 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 time is 10:30 a.m. Sunday. Schedule your clean-up crew accordingly.
- Call Hartington City Office to have a Garbage truck do a garbage pickup on Monday, March 31, 2025.

### ***Thank you!***

To all the dedicated volunteers, committees, donors, and buyers. We appreciate all participation in this wonderful event that supports our Catholic Schools.



Scan the Code to View or Print All Committee Responsibilities  
and Gala Updates/Information on [cedarcatholic.org](http://cedarcatholic.org) .

Please Contact the Catholic Development Office at  
**(402) 254-3912** for information!