



ALLENTOWN RESCUE MISSION THIRD ANNUAL

Gala Celebrating Lives Changed
DINNER | SILENT & LIVE AUCTION

Invitation to Join our Gala Event Planning Committee

I am so excited for Gala time, and this year we have new things in store for everyone involved. Our theme: "Behold, I Make all Things new..." is truly appropriate for our third event. The Gala is going to be held on April 21st. Please contact me to learn more about volunteering for a position, or feel free to attend our next planning meeting to get more information.

Committee meetings are currently being held on Thursdays, 3:30 p.m. at the Mission. If you can not attend in person, there are plenty of opportunities to help from home. When available, you can join the meetings via conference call. More information is on page 2. Following are general descriptions of Gala Committees:

Gala Chairperson, or Co-Chairperson

Be an invaluable part of our Development team by overseeing details and event coordination for our annual Gala celebrating lives changed. Help lead volunteer committees below providing direction and assistance as a lead point of contact for the event...and have a lot of fun!

Calling Committee

– do you love talking on the phone?

- Work from home calling businesses to ensure they have received auction request Letters.
- Make RSVP follow-up calls.
- Take your group door to door at your favorite shopping venue and ask for auction item donations.

Centerpiece Committee

– calling all creative crafty people!

- Research, envision, design, and present Centerpieces to the committee
- Solicit donations for items and work within a budget.
- Make & store centerpieces (we will work with you).
- Transport to DeSales and coordinate set up at event.

Set Up Committee

– roll up your sleeves and get this party started!

- Must be available April 21st starting at 2 p.m.
- Help Set Up and Decorate the room on the day of the event.
- Come as a group or be a leader for an area.

Silent Auction Committee

– *crafty, techy, creative...all hands needed*

- Arrange for collection of donated items, and make fun baskets!
- Group items together and write fun descriptions.
- Make Bid sheets and basket signs.
- Set up all Silent Auction baskets with bid sheets at the event.
- Assist with disbursement of items to winning bidders.

Greeting Committee

– *welcoming guests with a warm smile...*

- Welcome and Usher guests, to coat check through registration.
- Must be willing to direct traffic flow!
- Escort guests through registration and into the social hour area.
- Help registration hand out Name Tags, Bidder Numbers, & programs.

Usher and Clean Up Committee

– *providing much needed help to guests and staff at the end of the evening...*

- Assist with disbursement of baskets items to winning bidders.
- Collect name badges, help hand out coats and usher out the door.
- Help carry baskets and escort guests to their vehicles.
- Umbrellas will be handy if it is raining!
- Help staff collect all items, pack cars, & clean out the room at the end of the night.

**Committee descriptions subject to change as process is finalized*

WEEKLY PLANNING COMMITTEE MEETINGS

Thursdays, 3:30 p.m.

Directions to the Mission:

Physical Address: 355 W. Hamilton St. Allentown, PA 18101

- The Mission is located between 3rd & 4th streets on Hamilton St.
- The bridge by the Mission on Hamilton St. has no meters and parking there is free.
- Come to the front door and let the person at the front desk know you are here for the Gala Planning Committee
- Sign into the blue volunteer book
- If you have any problems upon arriving call Deirdre at *484-735-0948
**the above number is only to be used for committee meetings. Please call me at 610-740-5500 x322 for any other questions or for information.*

Thank you for all that you do! The Planning Committee is excited to have you onboard.

Deirdre
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