

8th Annual Benefit Gala

A Night In Siena

Saturday, November 9, 2019

Volunteer Opportunities

CO-CHAIRS

Works directly with the organization representative in setting and meeting objectives for a successful auction

GIFT ACQUISITION/DONATIONS

Coordinates the gift acquisition from alumnae, parents, businesses, and corporations

SPONSORSHIPS

Coordinates sponsorship acquisition from businesses and corporations

RESERVATIONS

Coordinates ticket sales efforts, seating arrangements, and registration materials

REGISTRATION

Coordinates the registration process for the night of the event.

ADVERTISING

Coordinates promotion of the event among alumnae, parents, businesses, and corporations.

PRINTED MATERIAL

Coordinates all printed material, including invitations, program book, registration materials, auction materials, and publicity materials.

DECORATIONS

Coordinates the design and decoration set-up for the event.

FOOD AND BEVERAGES

Coordinates the menu, food preparation, beverage set-up for the event.

VOLUNTEER COORDINATOR

Coordinates volunteer responsibilities and schedules for the night of the event

For more information, please contact Grace Henning at (248) 946-4848 x116 or ghenning@saintcatherineacademy.org



St. Catherine of Siena Academy

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