**March 23 gala meeting minutes**

Attendees: Madga, Armando,Alexis, pascale

Absents: Cindy, Mathilde,Day, Corinne, Amelie.

1- Catering - Update from Cindy ( absent) via email:

 Met with 2 other caterers. Amy Devries is still the best option pricewise. Ready to go into a contract.

Feedback from the attendees: team liked Amy Devries last year. however before going into a contract the team wants to see menu options.

Linen supplier will donate linens but charge a modest fee for the cleaning.

Linens for the dining table have a pattern ( nice delicate paisley).

Linens for the silent auction gala need to be plain black, no pattern.

\*\*\* catering action item for cindy: getting menu option to be reviewed by the team during the spring break so a decision can be made ASAP\*\*\*

\*\*\* catering action item for Amelie: complete catering budget and give it to Cindy\*\*\*

2-Music - Update via email from Mathilde ( absent):

Duo Gadjo confirmed. 4 musicians $1000

-DJ Claude confirmed

See the timeline google doc to see when the entertainers play during the event.

\*\*\* action item for Mathilde: get a list of equipment needed by DJ and Band\*\*\*

3-Decor/party favor - Magda, /Day (absent)

VIP tables Goody bags:

need feedback from Cindy on this item: what will the bag have. Cost. who will make the goody bags.

Party favor: key chain party favor seems a waste of money. We prefer instead a school sticker as it serves 2 purposes: a nice memorabilia of the event + free advertising for the school id people out them on their cars, bag, etc...

Magda showed us some pictures of ideas. Balloons and spheres. truncks

Photobooth: Day want to do a photobooth. good idea. photo booth should be available throughtout the evening. Day should get in contact with Gena Harriet who had a photobooth during the halloween event. Full on costumes for the booth is unrealistic/too cumbersome. A few props, hats, boa, etc should be enough.

\*\*\* action item for decor team: get various decor items logistics down on paper. Get the photobooth logistics down on paper\*\*\*

4- Marketing Alexis

Alexis need budget for marketing from Amelie. Posters will be ordered at Armando's friend priting shop. 250 11x17 double sided poster for $349. This is an urgent item so we can get posters posted ASAP.

\*\*\*action item: Mathilde/Alexis needs to create, ASAP, a nice tab on the school website. That tab will then be linked to the readysetauction online sale system. Activate tix sale. Send invites\*\*\*

5-Sponsors Amelie via email (absent)

So far only one sponsor; De Novo Wines.

\*\*\* action item for sponsors: get one or 3 more if possible. If not, manpower can be re-directed towards helping with donations\*\*\*

6 - Donations - Pascale

About 60 donors are committed. Pascale has 2 volunteers to call back to committed donors to remind them to give their donations and paperwork. We have submitted about 160 donations requests. Gena Harriet has been very actively helping.

Raffle? yes. Upon the return from the break We will need send the students home with raffle tix for sale. Pascale Will get the verbiage and format from KAREN/Yuming.

Pascale has been entered manually the donations info into the ReadysetAuction since yesterday. Time consuming ( mass import is not working with the current donations log) She will need help with entering all of the gala. goal is to get all entered in the next 4 days.Perhaps Lauren can help?

\*\*\* action items: get committed donors to DONATE. Enter all data ReadysetAuction. Pascale needs someone to be in charges of saling raffle tix logistics\*\*\*

**NEXT MEETING: WEDNESDAY APRIL 6 AT 7PM. IT WILL NOT BE AT PASCALE'S HOME. STAY TUNED FOR LOCATION ANNOUNCEMENT.**