

LNA GALA DERBY 2 - Committee Member JOBS			3/1/24	
PRIOR to the Gala	MAIN	HELP	MORE HELP	MORE
Bidpal help (data entry & check)	Amy Win	Julie	Jana	
class baskets	Sheila & Amy W	Cynthia & Rose	Penny & Teachers	
decorations prep	Amy Win	Rose & Ashley	Jessica	
displays prep & label	Amy Win			
mail labels & mail merge letters	Paul	Ashley	Jana	
package descriptions	Amy Win			
package photos	AJ	Amy Win		
party meeting	Paul & Jason			
program	Julie & Courtney			
recruitment	Paul	Cynthia		
solicit donations in person		Angie, Fran, Paul	All of Us!	Cynthia, Lisa
solicit donations online	Amy Win	Rose		
solicit donations via letters	Jana			
solicit donations via phone calls		Angie		
wine & whiskey gather & prep	Angie	AJ	Lisa	
DAY OF				
50/50 raffle	Cristina	Barb		
AV equipment	Zac, Ken, Brian, Paul	Mark, Jon		
big board				
check in, greet, sell raffle tickets		Barb	Teachers & Students	
check out			Teachers	
clean up & load out	Amy & Brian Wai		Teachers & Students	
costumes contest	Amy & Brian Wai			
decorations	Amy Win	Rose & Ashley	Jessica	
display auction items	Amy Win	Ashley		
heads or tails game			Students	
mile markers for horse race			Students	
photos			Students	
spotters for live auction	Cristina, Brian			
text messages before & during	Paul			
transport from	Amy & Brian Wai			
transport to	Amy & Brian Wai	Andrei		
wine pull & whiskey pull		Angie	Lisa	
AFTER the Gala				
fire sale				
pack away stuff	Amy & Brian Wai			
payments & receipts				
thank yous	Cynthia	Amy & Brian Wai		