



# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

*January 23, 2019 - Opelousas Campus / January 24, 2019 - Lafayette Campus*

### Agenda

8:00 am	Coffee, breakfast, and fellowship	
8:10 am	Welcome and Prayer	Michelle Nezat
8:12 am	Table Host Team	Teri Cober and Lyndsey Cortez tericober@gmail.com cell: (337) 277-9289 lcortez@wcala.org office: (337) 948-9623
8:22 am	Procurement Team	Kristin Fontenot rock.kris@gmail.com cell: (347) 623-2989
8:24 am	Corporate Sponsorship Team	Teresa Reaves treaves@wcala.org office: (337) 948-4623
8:26 am	Day of Event Team	Britaney Fontenot britaney@cox.net cell: (337) 658-9701
8:28 am	Marketing Team	Michelle Nezat mnezat@wcala.org office: (337) 948-4623
8:30 am	Financial Team	Teri Cober tericober@gmail.com cell: (337) 277-9289
8:32 am	Prayer Team	Kammy Hooper khooper@wcala.org office: (337) 504-3014
8:34 am	Questions / Commitments	
8:45 am	Closing Prayer	

**If you have volunteered to be on the Procurement Team,  
please stay a few moments after to meet with your captain.**

Westminster Christian Academy  
*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

---

### **Volunteer Roles Needed**

*Note: Each volunteer can easily serve in multiple jobs.  
Most of the jobs are small and do not overlap!*

**Table Host Team:**

- 40 Table Hosts
- 1 Table Host Captain

**Procurement Team:**

- 15 people each campus
- Any volunteer with ability to donate an item or experience

**Corporate Sponsorship Team:**

- 4 or 5 people to help secure corporate sponsorships
- Any volunteers with relationships with local businesses or corporations

**Day of Event Team:**

- 8 people for our check-in team

**Marketing Team:**

- Everyone is on the marketing team! Please commit to share posts on social media.
- 2 people to assist with presentations (running slideshows during event)
- 1 person to assist with press releases and press coverage (TV, radio, publications)

**Financial Team:**

- 8 people to serve as cashiers for auction check-out
- 4 people for auction item monitoring
- 3 people to assist guests with app troubleshooting at event
- 4 people to help with live bid tracking

**Prayer Team:**

- Everyone is on the prayer team!

*Details about all jobs are in the job descriptions on the following pages.*  
**Please complete the commitment sheet on the end of the packet!**

---

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

---

### **Table Host Team**

Table Hosts will each fill a table of eight people for our 40th Anniversary Gala. Your job is to bring excitement and enthusiasm to your recruitment efforts! You should fill your table with people who are NOT currently closely involved with WCA. Look for people who might be interested in sending students to WCA, parents of alums, grandparents, or your friends and business associates who simply would have a good time at our event. Table Hosts should focus on inviting people who are generous, who might have a heart for Westminster, and who have the financial ability to spend money. This position is extremely important, and much of the success of the gala will depend on getting great people to sit at your table.

Don't fill your table with current parents. They will have plenty of opportunity to purchase tickets on their own. Invite as your guests people you know who are not already closely associated with WCA.

You can choose to host a table and invite people to come to the Gala and pay for their tickets OR you can sponsor your table (buy the entire table) and simply give out tickets to your chosen table guests. Tickets for the event will be \$75 person and each table seats 8. The full table costs \$525, not \$600, because....

**Table Hosts will receive a free ticket to the Gala!**

Here are the rules to get that free ticket:

1. Your Table Host Captain will need the names of the 8 people at your table by March 1st.
2. All the tickets for your table must be paid for by March 1st.
3. You can pay for them all yourself, or you can follow up with your guests to be sure they have purchased their own tickets by March 1st.

### **The Table Host Team needs a captain!**

Somewhere among our volunteers is a special person to fill this role and recruit more table hosts until the roster is full. Be the one to take charge of motivating, inspiring, and encouraging our table hosts to get the job done! Coordinate their guest lists and be sure tickets get purchased by March 1st. This could be the most important job among our Team Captains because the success of our event will depend a great deal on gathering a large, enthusiastic, and generous audience for our gala.

---

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

---

### **Procurement Team**

Captain: Kristin Fontenot

Lafayette Campus Co-Captain - Courtney Davis

Opelousas Campus Co-Captain - Lisa Hollier

This team's job is to gather silent and live auction items. For this team to succeed, we will need a committee of people who will be willing and able to go into the community, approach businesses, and solicit them for possible donations.

We also need people who KNOW PEOPLE! We are not asking you to go out and "make the ask"; WE CAN DO THAT! We just need your contacts.

Also, we will partner with the classroom moms to coordinate classroom/grade silent auction baskets.

The job responsibilities of the Procurement team can best be divided into several categories (volunteer team for each):

- External Procurement - External Acquisitions will be solicited from businesses in our communities and from specific people outside of WCA's network.
- Internal Procurement - This Team will solicit private donations from people involved in or with WCA.
- Pick-up, Storage, and Transportation - These volunteers will arrange for pick-up and storage of various items and will devise a plan for disbursing items after the Auction to those who have won the bid.

### **Corporate Sponsorship Team**

Captain: Teresa Reaves

This team's speciality is connecting with businesses to partner with Westminster.

- Works closely with all of the teams but mainly the procurement team
- Responsible for helping secure Gala underwriters/sponsors

For this team, we aren't asking you to go out and "make the ask!" We are just asking you for referrals and recommendations so our captains can "make the ask"!

---

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

---

### **Day of Event Team**

Captain: Britaney Fontenot

Our Day of Event team will handle four important roles:

- Facilities - Set up for the event and clean up afterwards. This does not include tables and chairs or anything else handled by the venue. It does include auction tables, decorations, signage, centerpieces, etc.
- Greeters - We will greet the gala guests, direct traffic, direct the flow of the evening, and help with security of auction items.
- Decorations - We will be responsible for planning the room, dining table, and auction table decoration. We will also set up and take down all decorations on the day of the event.
- Check-In - This team will be responsible for checking in guests as they arrive and helping them acquire their bidder numbers and information.

### **Marketing Team**

Captain: Michelle Nezat

The primary goal of the Marketing Team is to create pizzazz and sizzle for WCA's 40th Anniversary Gala and to promote WCA in a positive light on the night of the auction. This team will help plan the multimedia presentation that highlights WCA that night.

Some of the specific things that the Marketing Committee will do are:

- develop and implement a marketing strategy with input and oversight from the Host Team
- create pizzazz before and during the Auction
- give periodic teaser-updates regarding items that have been procured
- produce the Auction Program
- develop and implement any advertising plans with local papers, radio, or television
- make certain that the program contents include every business or individual who has sponsored or underwritten the Auction and that agreed-upon recognition is provided
- produce a presentation for the night of the Auction to highlight WCA.

---

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

---

### **Financial team**

Captain: Teri Cober

This team oversees the live bids and bid tracking and also coordinates the check-out process for winners of live and silent auction items.

The check-out process requires people who are comfortable with computers, can quickly learn a few software basics, and are good with accurately managing payments by cash, check, or credit card.

Our jobs will include:

- Assisting the live Auctioneer with spotting and tracking bids.
- Providing technical assistance in the crowd to help bidders access the bid-management app on their phones.
- Gathering payments from auction winners during the checkout process.

### **Prayer team -**

Captain: Kammy Hooper

The Prayer Team Captain will develop a prayer calendar based on our event timeline and needs. Team members will commit to daily, on-going prayer for the gala.

This team will keep prayer requests updated, keep in touch with those needing prayer, and support one another in this important effort.

Our goal is for God to get the glory through this event!

---

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette

# WESTMINSTER CHRISTIAN ACADEMY GALA

## *Table Host and Volunteer Breakfast*

### **YES! I Want to Help!**

#### **Table Host Team:**

Table Host -- I commit to give my best effort toward filling a table with guests who are not currently involved with Westminster Christian Academy.

Table Host Captain -- I think I can do this! Contact me with more information.

#### **Procurement Team:**

I have some good ideas and contacts about auction items, but I don't want to do the asking.

I am happy to do the asking! Put me to work!

#### **Corporate Sponsorship Team:**

I have some good ideas and contacts about potential corporate sponsors, but I don't want to do the asking.

I am happy to do the asking! Put me to work!

#### **Day of Event Team:**

I'll help with check-in of bidders.

#### **Marketing Team:**

I'll help with the multimedia presentation.

I'll help with press coverage.

#### **Financial Team:**

I can be a cashier at check-out.

I will help monitor the auction items,

I'll assist bidders with the bidding app login process.

I want to help with live bid tracking.

#### **Prayer Team:**

I commit to daily prayer for this event!

I don't know what I want to do, but I want to help. Contact me!

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Best way to contact you (circle one or more):      email      call home      call cell      text me

Westminster Christian Academy

*40th Anniversary Gala*

Saturday, March 16, 2019, 6:00 pm, Le Pavillon, 1913 Kaliste Saloom, Lafayette