

Volunteer for the Gala Committee

Be a Part of CCGD's Biggest Fundraiser of the Year

Indicate your interest in a leadership or committee position on the reverse side.



CAUSE FOR SONG

benefiting

CHILDREN'S CHORUS OF GREATER DALLAS

Save the Date • February 26, 2012

Celebrating 15 years of choral excellence

The Event: *Cause for Song* gala and concert

Cause for Song will take place February 26, 2012 at the Morton H. Meyerson Symphony Center. The evening includes a cocktail hour, seated dinner with wine service, live and silent auctions, wine pull, and CCGD's signature bear event. A performance featuring all nine children's, youth, and neighborhood choruses will follow in the concert hall.

Last year's gala and concert raised over \$50,000 for the Chorus and hosted 250 guests for dinner and 1,500 at the concert.

Parents, family, friends, colleagues, corporate sponsors, and arts supporters attended.

You may attend the concert without attending the gala, but gala admission does include admission to the concert.

Underwriting opportunities are available. Ticket and table sponsorship information will be available in the fall.

For more information contact Emily Bywaters. emily@thechildrenschorus.org

GALA VOLUNTEER INTEREST FORM 2011-2012

Parents' Names: _____

Child's Name: _____ Chorus: _____

LEADERSHIP COMMITTEE

Event Co-Chairs – Position filled for 2012

Auction Chair – Position filled for 2012

Graphic Design – Position filled for 2012

Publication Chair – Position filled for 2012

Raffle Chair – Position filled for 2012

Wine Pull Chair – Position filled for 2012

- Guest Services Chair** – Office Contacts: Emily Bywaters and Mary Duncan - Recruit Check in/Checkout Team (4-8 people); Coordinate necessary computer software training for committee; Coordinate with Volunteer Chair
- Host Committee Chair** – Office Contact: Emily Bywaters and Board of Directors – Recruit Host Committee members; Assist with guest list creation and follow up for kickoff and gala; Coordinate host committee efforts to increase gala attendance; Assist with gala information table at the November concert before and after the performance
- Public Relations Chair** – Office Contact: Emily Bywaters - Write gala press release; Promote gala to media outlets; Assist with securing press coverage for gala and pre-gala events
- Sponsorship Co-Chairs (Table, Individual and Corporate)** - Office Contacts: Emily Bywaters and Terry Harley - Follow up with past year sponsors to kick off; Follow up with table sponsorship leads; Follow up with corporate sponsorship leads; Verify that sponsored tables will have guests in every seat
- Volunteer Chair** – Office Contacts: Emily Bywaters and Susan Tomlinson - Coordinate volunteers for gala kickoff; Coordinate volunteers for gala office support and errands in January and February; Coordinate volunteers for gala set-up, during the gala, checkout, and clean-up; Assist with volunteer management for gala kickoff and gala; Assist with volunteer “thank you”

GALA COMMITTEE MEMBERS

- Auction Committee** – Assist and provide support to the Auction Chair with auction item procurement and follow up
- Event Committee** – Provide support to the Event Co-Chairs
- Host Committee** – Provide support to the Host Committee Chair; Promote gala kickoff and gala attendance to Chorus members and non-Chorus members
- Pre-Gala Support** – Volunteers will be needed on an ad hoc basis for the following: Package Bears; Prepare mailing for Save the Date cards and Invitations; Package and tag Auction Items; Tag and catalogue wine bottles; Pick Up/Drop Off auction items and displays
- Public Relations** – Provide support to the Public Relations Chair
- Raffle** – Provide support to the Raffle Chair
- Sponsorship** – Provide support to the Sponsorship Co-Chairs
- Wine Pull** – Provide support to the Wine Pull Chair

GALA VOLUNTEERS - FEBRUARY 26, 2012 – Select from the following:

- 2:30 – 5:30 PM Set Up**
- 5:30 – 8 PM - During Dinner and Auction**
- 7 – 7:45 PM Live Auction**
- 8 – 9:15 PM - During the Concert**
- 9 – 10 PM - After Concert Checkout** (Volunteers must leave concert 5-10 minutes early)
- 9:15 – 10 PM - Clean-up**

- POST GALA WRAP UP** (During office hours the week following the gala) - *Return auction displays; Make follow-up calls; Assist with donor acknowledgement*