

2024 HILLCREST BALL COMMITTEE SIGN UP SHEET

AUCTION PACKAGES

*Comes up w/party concepts
& venues, recruits party chairs*

1) Chair(s) Paige Olson

2) Christin Sherbourne

3) Cindy Prewitt

4) Stephanie DeBoer

5) Brenda Smith

6) Sarah Horst

AUCTION LOGISTICS #**

Recruit/Train auction spotters

Oversee Buyer/Bank paperwork for:

HC party policy & contract

Registration & Check out

1) Chair(s) Kelly Soter

2) Dixie Hackstedde

3) Elizabeth Peard

4) Monica Patridge

5) Crissie Olsen

6) Randee Leever

** Night of the Ball, DURING the auction.

FINANCE/TREASURER # # #

Coordinates all monetary tasks

assoc/with Ball using

Greater Giving software

Print bidder list & numbers

1) Chair(s) Carrie Robertson

2) Lauren McDermott

AUCTION PROGRAM # #

Writes party descriptions

Creates/prints auction program

Put bidder # on program

1) Chair: Skye Flora

2) Lara David

3) Marion Denard

AUDIO/VISUAL

Creates auction package

slide show using party descriptions

& graphics from the Ball invite

Creates AV for guest speakers

1) Chair (s) Jessica Thorpe

2) Cathy Winans

RESERVATIONS

Accepts reservations for the Ball

Coordinates the seating of guests

1) Chair(s) Patti Diehl

2) Nancy Suvoy

MENU/WINE

1) Chair(s) Sue Martin

2) Dana Smith

3) Holly Linerud

4) Marialice Wright

* THANK YOU NOTES

Handwrite notes to party venue providers

buyers & donors on HC stationary

1) Chair: Cristie Fairbanks

2) Leslie Olsen

3) Marci Mortensen

4) Nicole Wasagatt

5) Mary Parton

COAT CHECK/VALET

Recruit/train/supervise

coat checkers & golf cart kids

1) Chair: Kate Empasis

DECORATIONS/SET UP

Design & craft decorations

to set the mood/represent the theme

Oversee the set up on day of

1) Chair(s) Paden Voget

2) Cindy Bottaso

3) Rebekah McAnally

4) Staci Drewien

5) Tiffany Dahl

6) Erin Brower

7) Megan Hiesterman

8) Paula Carroll

* INVITATIONS # # **

Design & Print Ball Invites

& Save the Date cards.

Assemble, label & Mail

1) Chair(s) Nohea Phillips

2) Diane Patten

3) Jennifer Sieg

4) Steph Coppedge

5) Yvette Provosty

*Excaliburs to help assemble/label

** summer availability preferred

MAILING LIST

Updates mailing list, creates printable

list of addresses -

August for Save the Date

October for Invitations

1) Chair: Karen Porschet Miller

CLEAN UP/TAKE DOWN

Night of Ball & morning after

Take down decor, linens. Move

items to onsite storage for

next day pick up/transfer to HC storage

1) Chair(s) Megan Purdy

2) Laura Weiland

3) Tiffany Graeber

4) Sarah Primerano

5) Anne Jantzi

6) Megan Rea

7) Maggie Mayers

*assign 1 person to count/bag linens

COLORED SYMBOLS REPRESENT COMMITTEES THAT WORK CLOSELY TOGETHER