

2025 HILLCREST BALL COMMITTEE SIGN UP SHEET

AUCTION PACKAGES

May thru September

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

1) Co-chair: Marion Peters

2) Co-chair: Kelly Soter

3) Mary Parton

4) Megan Purdy

5) Brenda Smith

AUCTION LOGISTICS

Nov/Dec

Recruit/Train auction spotters
Oversee Buyer/Bank paperwork for:
HC party policy & contract
Registration & Check out

1) Co-chair: Dixie Hackstedt

2) Co-chair: Crissie Olsen

3) Megan Rea

4) Elizabeth Peard

5) Leslie Jones

FINANCE/TREASURER

Sept thru end of December

Coordinates all monetary tasks
assoc/with Ball using
Greater Giving software
Print bidder list & numbers

1) Co-Chair: Randee Leever

2) Co-Chair:

AUCTION PROGRAM

October/November

Writes party descriptions
Creates/prints auction program
Put bidder # on program
1) Chair: Skye Flora

2) Erin Preszler

3) Paige Olson

4) Stephanie Coppedge

AUDIO/VISUAL

September thru December

Creates auction package
slide show using party descriptions
& graphics from the Ball invite
Creates AV for guest speakers

1) Chair

RESERVATIONS

End of November until the Ball

Accepts reservations for the Ball
Coordinates the seating of guests

1) Co-Chair: Patti Diehl

2) Co-Chair: Kate Empasis

* THANK YOU NOTES

December/January

Handwrite notes to party venue providers
buyers & donors on HC stationary

1) Rebekah McAnally

2) Cristie Fairbanks

3) Cindy Konecne Ward

4) Lauren Gambia

5) Erin Brower

COAT CHECK/VALET

Nov & Night of Ball

Recruit/train/supervise
coat checkers & golf cart kids

1) Chair: Nicole Wasgatt

DECORATIONS/SET UP

September thru December

Design & craft decorations
to set the mood/represent the theme
Oversee the set up on day of

1) Co-chair: Holly Linerud

2) Co-chair: Christin Sherbourne

3) Nohea Phillips

4) Trina Powers

5) Leslie Olson

6) Staci Drewien

7) Tiffany Dahl

8) Cathy Winans

* INVITATIONS ##**

May - August & October

Design & Print Ball Invites
& Save the Date cards.
Assemble, label & Mail

1) Chair(s)

2)

3) Sue Martin

4) Paula Carroll

5) Regina Younger

MAILING LIST

Updates mailing list, creates printable

list of addresses -

August for Save the Date

October for Invitations

1) Carrie Robertson

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) Co-chair: Tiffany Graeber

2) Co-chair: Stephanie Deboer

3) Cindy Bottasso

4) Jennifer Sieg

5) Lauren McDermott

6) Yvette Provosty

7)

8)

9)

*assign 1 person to count/bag linens

COLORED SYMBOLS REPRESENT COMMITTEES THAT WORK CLOSELY TOGETHER