

# SAMPLE GALA COMMITTEE & VOLUNTEER JOB DESCRIPTIONS

## GALA CHAIR

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### PRIMARY TASKS:

- Work with event manager, key staff, board, and others to recruit volunteers and sub-committee chairs
- Work with sub-committee chairs to coordinate all procurement and table sales activities
- Work with event manager to ensure all donors are acknowledged properly in gala publications
- Work with event manager and key production staff to develop décor and entertainment plan for entire event (from entry, to auction display, to dinner) that fulfills artistic vision and theme
- Work closely with event manager to finalize menu selections
- Make regular presentations to the board

## AUCTION CHAIR

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Reports to: Gala Chair

Deliverables: ## live auction lots, ## silent auction lots

### PRIMARY TASKS

- Coordinate all auction procurement activities
- Work with Gala Chair and event manager to determine big-ticket items to target for live auction
- Work with board and gala planning committee to brainstorm new contacts for auction items
- Work with event manager as needed to ensure all auction donors are acknowledged properly in gala publications
- Track verbal confirmations and pass that information on to event admin in timely manner
- Coordinate with event admin to arrange necessary item pick-ups

## AUCTION PROCUREMENT-SUB CHAIRS

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(Break out via category - restaurants, travel & experiences, sports, arts, wine & spirits, etc)

Reports to: Auction Chair

Goals: ## auction lots consisting of (list examples per category - restaurant gift certificates, private dining experiences, chef's table dinners, reservations to exclusive restaurants, private vacation homes, hotel packages, exclusive experiences, behind the scenes access, memorabilia, VIP tickets and tours, wines by the bottle, collection, or case.)

### PRIMARY TASKS

- Work with Gala chairs and committee to brainstorm new items to solicit and identify existing connections
- Make cold calls when necessary to make contacts at companies and to solicit donations
- Work with Auction Manager to provide complete donor information and item description

## TICKETING CHAIR

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Reports to: Gala Chair

Sales Goal: ## corporate tables, ##individual tables

### PRIMARY TASKS

- Work with Gala Chair, event manager, and key staff to develop prospect lists for corporate and individual table sales
- Work with organization board and gala planning committee to identify existing connections
- Work with event manager as needed to ensure all table purchasers are acknowledged properly in gala publications
- Track verbal confirmations and pass that information on to event admin in timely manner

## CORPORATE TABLES/SPONSORSHIPS

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Reports to: Ticketing Chair

Sales Goal: TKTK

### PRIMARY TASKS

- Work closely with board members who have key corporate prospects
- Make cold calls when necessary to make contacts with table prospects
- Work with event manager as needed to ensure timely distribution of marketing collateral
- Work with Ticketing Chair to track all verbal responses and follow-up
- Coordinate all follow-up calls and emails to prospects
- Work with event manager to ensure all corporate table purchases are properly acknowledged in gala publications

## INDIVIDUAL TABLES

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Reports to: Ticketing Chair

Sales Goal: TKTK

### PRIMARY TASKS

- Work closely with board members who have key table prospects
- Make cold calls when necessary to make contacts with table prospects
- Work with Ticketing Chair to track all verbal responses and follow-up
- Coordinate all follow-up calls and emails to prospects
- Work with event manager to ensure all table purchases are properly acknowledged in gala publications

## FUND-A-NEED CHAIR

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Reports to: Gala Chair

Goal: Secure lead gifts at each of the top three fund-a-need levels

### PRIMARY TASKS

- Work with Gala Chair, event manager, and key staff to develop prospect lists for lead fund-a-need gifts
- Work with organization board and gala planning committee to identify existing connections
- Coordinate outreach to donor prospects (phone calls, emails, meetings)
- Track verbal confirmations and pass that information on to event admin in timely manner