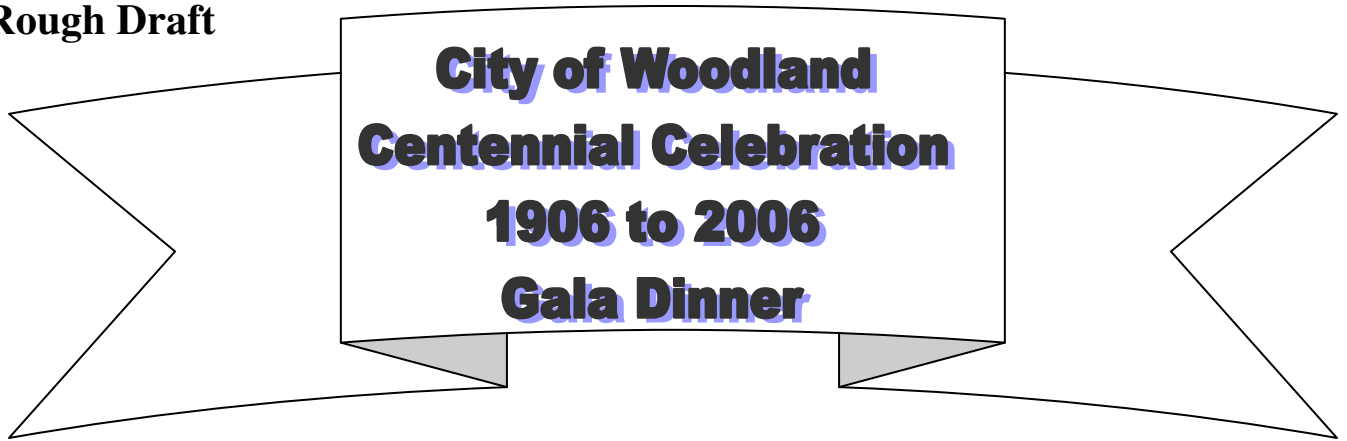


Rough Draft



DATE: Saturday, March 4, 2006

TIME: Social reception starts at 5:30 p.m
Dinner served at 7:00

LOCATION: The Woodland Primary School

PURPOSE: The City of Woodland will be observing it's 100 year anniversary in 2006. There will be numerous celebrations held throughout the year commemorating the incorporation of the City and recognizing the ancestors and their descendents as well as the history in Woodland and the surrounding area. On March 4th and 5th, 2006 the kick-off event will be held with a dinner event, displays and entertainment including a historical slideshow/video production.

DOLLAR GOAL:

CAPACITY: 264 to 370 people

TICKET PRICE: \$25 per person, \$240 per table of 10. Senior discount at \$20

BUDGET:

INCOME:

Ticket sales = \$

Sponsorships = \$

Donations = \$

Gifts in kind \$

Total \$

Friday, Mar. 3	
Wednesday, March 2	Programs arrive
Wednesday, March 2	2 nd Batch of Nametags, Print
	Blank Nametags
March 2	Final Guest Count to The Oak Tree-including meal choices
March, 1	Confirm table sales
January 12-February 28	Ticket sales
February	Finalize Centerpiece Plan and Buy
	Vases and flora-lights
February 14	Programs to Printer
February	1 st Batch of Nametags to Printer
Friday, 14	Program List Finalized
Monday, January 12	Special Guest Invitations Mailed
Monday, January 12	Advertising starts running
Monday, January 9	Press Release and save the date email and cards
January	Special Guest Identified & Contracted
November-December	Sponsors Solicited
December	Contract w/The cater finalized-including meal choices

VOLUNTEER COMMITTEES:

Ticketing: To implement ticket and table sales.

To accept tickets and give people their table number.

Table guides to assist people finding their tables.

Sponsor Committee: Goal: To solicit and secure gala sponsors ranging from \$50 to \$500. And to solicit gifts-in-kind.

Coat Check: To handle and hang up and correctly ticket individual coats, giving corresponding ticket to customer.

Set-Up: Must commit to being there to set up the silent auction, plan the seating arrangements, be responsible for unique features like flag placement, video presentations, special dietary needs, etc.

Clean-Up: This group is also responsible for clean up after the event.

Display coordinator: Coordinates and sets up displays at the event.

Program coordinator: Run evenings schedule, ensures performers are ready, keeps program running smoothly.

Marketing and Printed Materials:

Goal: To provide oversight on the development of printed materials and to be responsible for generating publicity for the dinner. This group will be responsible for quickly signing off on design layouts for invitations, programs and other printed materials.

Gala Event Coordinator: To monitor and support the success of the other committees and to serve as liaison to other organizations (i.e. Friends of the Woodland Library, the city, FVRL Foundation, The School, and the Oak Tree, etc.)

OTHER TOPICS: