

Last updated: Feb 2023

Maintained by Affiliate Coordinator –
Leisl Athen/Kassie Haag



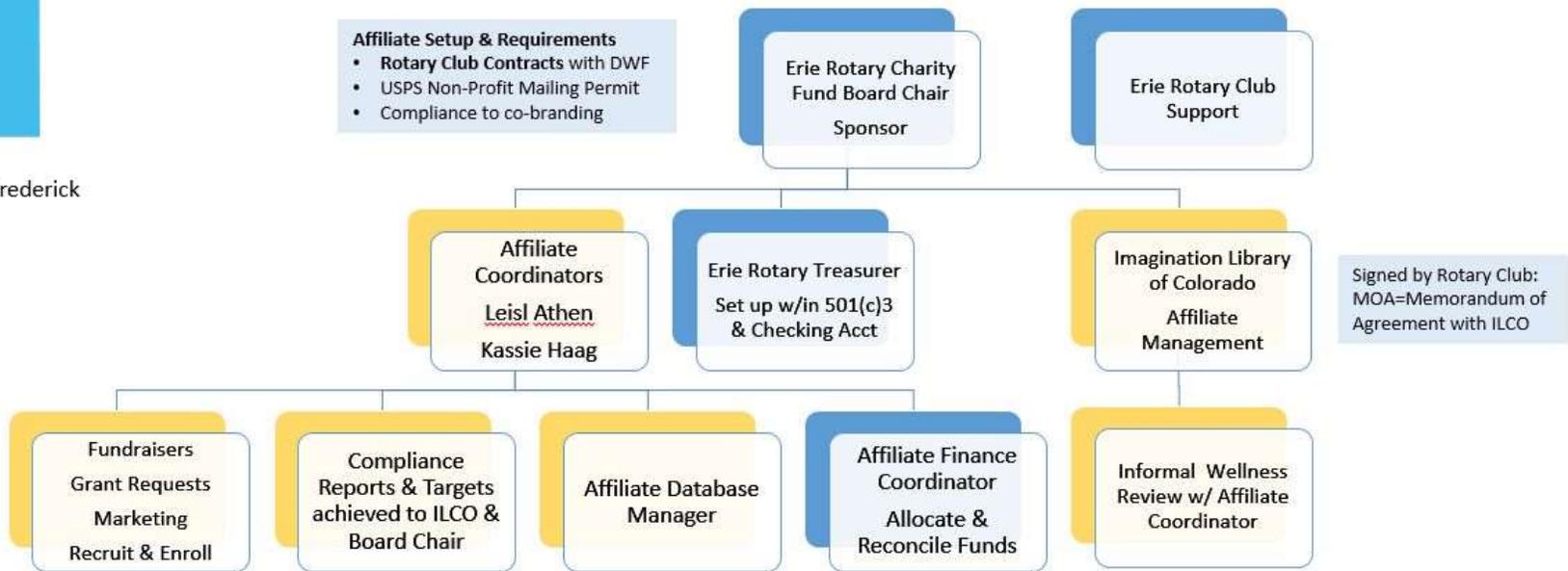
Affiliate Area

Erie, Dacono, Firestone, Frederick

- 80514
- 80516
- 80504
- 80520
- 80530
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Erie & Carbon Valley Affiliate for the DPIL Dolly Parton Imagination Library*

Blue = Rotary Roles
Yellow = Affiliate Roles



Erie Rotary Charity Fund, Inc. is the sponsor for the DPIL Affiliate.
Board Chair ensures compliance through reviews to retain Charity Fund 501(c)3 non-profit status.
*Program provided by DWF – Dolly Parton Foundation

Referenced in Erie Rotary Charity Fund Inc., Bylaws to identify Charity Fund roles in partnership with DPIL and Affiliate Coordinator



DENIM &

DIAMONDS



2nd Annual Gala

Rotary

Erie Colorado



Tickets and
Sponsorships



2023 Gala - a fundraiser for Rotary Club of Erie Colorado

When: April 29th - 6:00 - 10:00

Where: Nissi's - (Steak, Chicken, Vegetarian)

- Limited bar/drink menu for tickets - Cash bar for others
- 22 eight person tables

Do we have bar/appetizer sponsors?

Entertainment: Cody Qualls (colorado artist) with Justin Long, on acoustic guitar

[2023 Gala Plan Budget and Sales Tracking](#)

- LET'S SELL out by **April 15th**
 - **Sponsors? Any Follow up**

2023 Rotary Gala Financial Summary				Last Update	NISSI DEPOSIT on 11/20/22			
				3/23/2023		\$3,595.00		
Food Per person Cost	Gala budget expense	Seats	Total Seats sold -Goal is > 150	Estimated Food Drink, Tip Costs for 150	Venue Fee (150 seats)	Amount to Pay Nissi -- Rental + Food	Check Due to Nissi's (Date?)	
\$79.20	\$2,857.00	150	55	\$11,880.00	\$2,500.00	\$14,380.00	\$10,785.00	
ONLY UPDATE COLUMN C								
SALES	** Purchases	Number Items Sold	Monies Received	Number of Meals included	Cost of Meals	Remaining after meals	Fundraising Outcome	Note
Program Budget							-\$2,857.00	
Complimentary	\$0.00	1	\$0.00	5	\$0.00	-\$396.00	-\$3,253.00	Scholars/Ms. Russell +1
In trade (florist)	\$0.00	1	\$0.00	4	\$0.00	-\$316.80	-\$3,569.80	
Diamond (8 seats)	\$3,000.00	1	\$3,000.00	8	\$633.60	\$2,366.40	-\$886.60	
Gold (6 seats)	\$2,000.00	2	\$4,000.00	12	\$950.40	\$3,049.60	\$2,163.00	
Denim (4 seats)	\$1,000.00	1	\$1,000.00	4	\$316.80	\$683.20	\$2,846.20	
Rhinestone (2 seats)	\$500.00	1	\$500.00	2	\$158.40	\$341.60	\$3,187.80	
Discount Tickets	\$80.00	0	\$0.00	0	\$0.00	\$0.00	\$3,187.80	14 allocated
Ticket	\$125.00	29	\$3,625.00	29	\$2,296.80	\$1,328.20	\$4,516.00	
Summary and Totals			PURCHASES	SEATS FILLED	MEALS PAID FOR	DONATIONS (after meals covered)	Donations (minus budget)	
			\$12,125.00	59	\$4,356.00	\$7,769.00	\$4,516.00	
GAINSs OR LOSS (amt owed -amount brought in) ----->					-\$5,508.00	Excludes Silent Auction		

45 More Tickets

Checklist for Event Preparation

- ✓ Schedule Nissi Walkthrough - Layout
 - Marty will submit food order
 - Finalize drink specials to use with Drink Tickets (tickets provided by NISSI)
 - Final numbers to be provided - April 21st
 - Kevin took time to understand music and AV system
- Rosalie: Event Photo booth set up - Denim and Diamonds
 - Do you want Dolly there?
 - Order background screen - include Erie Rotary Logo
- Sandi: Silent Auction set up and check out station
 - In Person - early online view
 - Digital - Saturday (29th) @ 9am - closes Monday May 1 @ 9pm
- Rosalie: Sponsorship Table Set up to draw people to the area
 - Cut off for sponsors to get logos printed - the 17th?
- Kevin: gather images for Rotary, Scholarships, Stars and sponsors

Checklist for Event Preparation

- Kevin/Raul: Rotary Membership Table Set up - Plan?
- Jolene/Rosalie: Registration Desk
 - Checkin - Printed Tickets/Name for check in -
 - Provide individuals with Name with Table # Tent Card
 - Sandi?? Hand out for silent auction distributed at check in?
 - Anne is coordinating program which highlights the sponsors, stars, and scholarship winners names and the Rotary
- Andy: Presentations
 - Schedule a brainstorm session?
- Hubspot Emails - Gala and Silent Auction - to increase attendance and participation in digital auction - Rosalie and Kevin
 - Jolene will make sure Givsum sends out 'Here is your ticket' email reminder on the 28th

DAY OF EVENT - Be prepared to help – Please

- ❑ DAY OF EVENT - 2PM to set up
 - ❑ Place Flyers and banners outside
 - ❑ Set up Registration Desk - check in
 - ❑ Use same area for Auction Check-out
 - ❑ Stripe Reader for last minute ticket sales?
 - ❑ Tent Cards/Tickets/Program
 - ❑ Prepare Photo booth
 - ❑ Set up Auction Items
 - ❑ Decorate/Highlight Sponsor areas
 - ❑ Verify Table Numbers
 - ❑ Get flowers add to tables along with Candles
- ❑ Plan to have Scholarship winners as helpers
 - ❑ Will know the first week of April
 - ❑ No word on photographer - school back in session on Monday



Schedule Outline

- 6:00 - Doors Open - Networking (appetizers)
- 6:45 Welcome - Jolene Welcome
- 7:00 - Buffet Meal - Possible - Justin plays guitar
- 7:20 Cody & Justin Perform
- 7:45 - Andy Presentations - change order if appropriate
- Recognize Sponsors
 - Rotary in Action - Our year in review
 - Thanks to 2021-2023 Board - Bjorn, Sandi, Marty, Kevin, Jolene
 - Presentation: Community Stars
 - Pin new members
- 8:20 - Break - get dessert - check out silent auction
- 8:45 - Scholarship Winners
- 9:00 - Announcements
- New Board Members for 2023-2024 season
 - Gratitude & Watch This Space - Rotary Outlook
 - Last Call for Auction - Close out in 10 minutes
- 9:15 - Close Silent Auction - Announcements of 'large item winners'

AUDIO/VISUAL & MUSIC

- 6:00 - 6:45 Kevin - AV and Music playing
- 6:45 - Andy - Announce to take your seats
- 6:50 - 7:00 Andy - Welcome
- 7:00 - Nissi **Buffet** - start
- 7:20 - Introduce Cody (perform) - Susan or Jolene
- 7:45 - Cody introduces Main Event (JM write up)
- Andy/Kevin - Presentation and Images & awards
- 8:20 - Andy announce Break w/ **dessert etc.**
- 8:45 - Jolene - Scholarships winners
- 9:00 - Andy - Announcements & Last Call
- 9:15 - 10:00 - Close out auction - wrap up & mingle