



Giant Steps Grand Prix Gala 2011 Committee Wish List

Chairperson w/Staff

Recruit committee
Oversee entire event
Delegate as necessary

Schedule meetings
Monitor timelines
Decide on Honorary Chairs

Community Wide Event Committee (10)

- Attend only one meeting
- Agree to support event individually and/or organizationally
- Agree to mail at least ten letters to potential guests
- Talk about the event everywhere

Procurement Committee (3-5)

- Solicit Donations
- Promote the Auction
- Thank the donors
- Package items

Live Auction Committee (2)

- Create paddles
- Work with auctioneer
- Recruit and train spotters, runners, recorders
- Prepare necessary forms
- Create displays for items

Lot Display/Silent Auction Committee (2-4)

- Create displays for auction lots
- Train volunteers as monitors for tables
- Package items at end of night for checkout

Decorations Coordinator

Marketing & PR Coordinator

- Prepare packets for potential sponsors
- Contact in-kind donors needed
- Create Press Releases and PSAs
- Liaison with all news media
- Make sure all constituencies are contacted

Powerpoint Coordinator

- Create powerpoint presentations
- Work with Item Descriptions Coordinator for photos to include
- Research music to run with each lot

Checkout Coordinator

- Design system for packaging lots
- Create appropriate signage
- Set up to ensure smooth checkout
- Work w/finance coordinator

Item Descriptions coordinator

- Prepare all descriptions for each lot
- Research wines, trips, etc.
- Find relevant photos
- Prepare online catalog

If you have any interest or questions about any of these positions,
please call Lissa at 707-769-8900 right away!!