

Have a Heart Gala Committee

About the Gala: Held annually since 1997, the Have a Heart Gala is our cornerstone event and is expected to raise over \$300,000 in 2023 in support of the individuals and families who are transitioning from housing crisis and homelessness to housing security.

The evening begins with a cocktail reception and passed hors d'oeuvres, where guests are able to mingle and browse through the silent auction. Afterwards, guests will enjoy a plated dinner and a program that will culminate in our paddle raise, One Heart One Night. Last year, One Heart One Night raised over \$60,000 in support of Housing Forward's programs and clients.

Your Responsibilities: Each member of the committee is responsible for:

- Attending the Have a Heart Gala—and inviting your friends and family to attend
- Participating in one or more Gala Subcommittees
- 1-hour monthly meetings from October-March; debrief in May/June
- Bi-monthly meetings in April and May
- Ongoing solicitation of sponsors and silent auction donors
- Approximately 5 hours per month through March; additional hours in April and May

Gala Subcommittees

The Gala Committee as a whole works to support the success of the Have a Heart Gala. By joining a subcommittee, each member is able to focus their efforts on a topic that interests them or fits their skill set. Subcommittees may have meetings and responsibilities in addition to those outlined above.

Sponsorship Subcommittee

The Sponsorship Subcommittee will develop plans for soliciting individual, corporate, and in-kind sponsors for the Have a Heart Gala. In addition, this committee will ensure that all sponsors are properly recognized during the event, plus a thank you letter or phone call afterwards.

Responsibilities

- Coordinates with Events Manager, Director of Individual Giving, Chief Development Officer, and Gala Committee Chair
- Develops a comprehensive list of potential sponsors
- Leverages existing professional and/or personal connections to secure sponsorships
- Solicits individuals and businesses to establish sponsorship relationships

- Keeps the tracking spreadsheet up to date regarding most recent contact with a potential donor, current ask, etc.
- Writes thank you notes or makes phone calls to all sponsors post-event

Silent Auction Subcommittee

The Silent Auction Subcommittee will secure donated items to be sold via a silent auction and/or raffle.

Responsibilities

- Develops a list of potential silent auction items and donors that fit within the theme of the event
- Create solicitation letters, forms, and materials for donations with assistance from the Events Manager
- Solicits donations
- Keeps the tracking spreadsheet up to date regarding most recent contact with a potential donor, current ask, etc.
- Sends out thank you notes or makes phone calls to all silent auction donors

Entertainment & Décor Subcommittee

The Entertainment & Décor Subcommittee will ensure that the Have a Heart Gala feels special and unique for guests by engaging vendors

Responsibilities

- Determines which decorations are needed based on the theme of the event
- Coordinates table settings, place cards, centerpieces, etc.
- Helps the Events Manager in selecting entertainment, the event host, photographer, and other vendors for the night
- Continues communication with above vendors leading up to the event