**Gala Committee Meeting**

**April 14, 2025**

**3:00 PM**

**Meeting Agenda**

1. Auctions

Live Auction

Silent Auction

Cash Auction and Match

1. Wine Grab
2. Communications and Marketing

Host Email

Invitation

Website/Tickets

Program

Handout of Silent Auction Items

Ads - Columbia Newspaper

1. Venue Logistics

Food and Beverages

Music

Sound

Room Layout

1. Registration/Check Out
2. Schedule/Run of Show
3. Budget
4. Other Business
5. Next Meeting