



PS 98 P.T.A.
The Douglaston School
40-20 235th Street
Douglaston, NY 11363
www.ps98pta.com



PS 98 Spring Gala | SEEKING: Committee Chairs + Members

Hello PS 98 Community:

Every year PS 98 holds its largest and most successful fundraiser: **The Spring Gala**.

This event is **CRITICAL** to supplement the funds needed for the PS 98 PTA Budget. The PTA is seeking Parents to volunteer their time and expertise as Chair + Committee Members for the 2019 PS 98 Spring Gala. The more volunteers the better; this cannot be done by a single person. Traditionally, there are two (2) chairpersons that take on the responsibility of coordinating this event. It is recommended that there be six (6) additional committee members and that your committee be representative of different grade levels. This cannot be done by a single person. Volunteers for this Committee will enjoy getting to know nearly everyone in the PS 98 Community.

WITHOUT THIS FUNDING WE WILL NOT HAVE A MULTITUDE OF PROGRAMS NEXT YEAR.

The ongoing voluntary contributions to The Membership Drive is one large component of the Budget. However, not every family is able to contribute to the drive and the PTA offsets this with other mini fundraisers throughout the year ending with **THE SPRING GALA** as the grand finale to fulfill the remaining funds of the programming budget.

Here is a brief outline of things to consider as a Gala Chair or Committee Member for a successful event:

- Date & Location will need to be secured by January 2019.
- Gala date is traditionally in April; all dates discussed with Ms. Debbie Govier, our Parent Coordinator.
- Invitations: An estimated 300-500 invitations/response cards will need to be created and sent out with an RSVP date. Invitation list includes current PS 98 Family + Staff as well as PS 98 Alumni.
- Raffles for both live and silent auction items
- For Auction Items, solicit donations from local businesses and large corporations (Ex: Disney & American Girl)
- monetary donations from each class are collected to purchase auction items so that each grade is represented (Ex: X-box, vacation/trips, tickets to Broadway shows and airline tickets)
- Personal Donations from PS 98 Family
- Other popular auction ideas: 50/50 raffle, wine tower raffle, Mystery box raffle, pottery or art projects made by our students
- Planning the Spring Gala is very much like planning a wedding or large event (seated dinner, party favors, photography, DJ or Band, Table Centerpieces, Seating Charts, creating Programs for the Night's Event & selling Ad space in those programs)
- Having a designated space to stay organized, store auction items, create gift baskets, etc
- Traditionally the Teachers are involved in some way (ex: doing a skit at the Gala)
- Keeping high ticket items that make a lot of money as well as more affordable items to be inclusive considering all guests' budgets allowing for everyone to participate in the auctions.
- Themes for Gala are popular. Previous themes include : *The Great Gatsby*, *Casino Night*, *Blue Ribbon*

If interested in becoming a Gala Committee Member please contact us at: VicePresident@ps98pta.com

THANK YOU FOR HELPING MAKE THIS EVENT POSSIBLE EACH YEAR!