

Date: December 2, 2022

To: Tracey Crawford

From: Megan O'Brien

Event: ***Celebrate Ability Gala***

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**Event History:** The Gala started in 1993 as the Special Olympics Awards and Recognition Dinner. Through the years, it has morphed from an awards dinner to a fundraising Gala, the highest grossing fundraising event of the SLSF year.

**# of years event held:** 29 years

**Event Explanation:** The Gala consists of a dinner, silent auction, a motivational speech or video from a participant or their family or a NWSRA staff member followed by the Impact Auction. The funds raised in the Impact Auction are for the specific cause addressed in the speech/video. Another raffle held at the Gala is the "Bucket o' Cheer," which consists of alcoholic beverages donated by NWSRA and SLSF board members, NWSRA staff and the gala committee members. The winner takes home two eight foot tables worth of beverages, cocktail napkins and other assorted bar accessories. The last raffle that guests have the opportunity to participate in is the \$100 Raffle. Guests can purchase a \$100 raffle ticket prior to the event as well as the night of. This year the committee changed up the prizes and guests got to pick where they wanted their tickets. The three prizes were a 70" TV, Pandora bracelet and necklace and an Apple Watch.

This year the price of the Gala ticket was \$100 for a virtual ticket and \$125 for an in – person ticket. This year's Gala was a Hybrid Gala with guests attending in – person and virtually.

**Event Preparation:** The Gala committee began meeting in April to plan the November event. However, the committee members gathered ideas all year long from one Gala to the next. Letters for donations for the silent auction were sent in July. The committee and the SLSF team continued the wish list of items from each department with the help of the NWSRA staff. The Wish List included items that each department and programming space wanted to add to their space to assist participants and enhance programming.

Invitations were mailed the first week of September. The Foundation Manager began contacting sponsors in July. Programs were printed which highlighted the events of the evening as well as advertisements from the sponsors. SLSF continued to provide a virtual program book for virtual attendees and emailed to guests the week of the Gala.

The SLSF team ran numerous tech run throughs prior to the event to ensure all technology, sound and videos worked smoothly the night of the event. The Gala committee joined the final tech run through the week of the event to provide feedback on the production.

The mobile bidding platform, GiveSmart Inc., was contacted in March and a contract was signed. The mobile bidding eliminated the need to print the silent auction items in the program and allowed offsite

bidding. The use of the site was a success as the virtual guests were able to bid from their homes for the hybrid event. Guests were notified when they were out bid and received text messages throughout the night informing them of program highlights and timelines for raffles. The Wish List was included on the GiveSmart platform for guests. These items were listed as “Buy it Now” items. 43 of the Wish List items were purchased and the wish list was left open for a week after the event. These post event purchases accounted for 7% of the wish list donations.

On the day of the Gala, the SLSF team set up Chevy Chase for production of the hybrid event. The committee and SLSF met at Chevy Chase in the morning to set up the banquet room, silent auction and bucket o’ cheer. Kathy Nowicki, an SLSF board member worked with a local florist to get flowers for the centerpieces. In each program a heart was drawn on a page and the guest who had the heart received the centerpiece.

All guests who won silent auction items and did not pick them up at the Gala were contacted via email the night of to schedule a pick up during the week of November 7<sup>th</sup>. Silent Auction items were all prepackaged and labeled with the basket number and the winners name to allow for convenient pick up.

**Committee Names:**

Beth Anne Ausnehmer	Marge Janovics
Linda Ballantine	Maureen Kerrigan
Nuala Gewargis	Kathy Nowicki
Violeta Howard	Terri Oates
Richard Howard	

**Actual day of explanation:**

Time	Duratio n	Topic	Tech (Devin/Tom)	Text (Megan) and Chats (Devin)
3 Days Prior	30 Seconds	Confirmation email	NA	<ul style="list-style-type: none"> <li>MO to send confirmation email to all guests</li> </ul>
8:00 a.m.	30 Seconds	Day of Email	NA	<ul style="list-style-type: none"> <li>MO to send event day email to all guests</li> </ul>
10:30 a.m.	30 Seconds	Silent Auction Opens	NA	<ul style="list-style-type: none"> <li>Text Alert: “The Celebrate Ability Gala silent auction is open! Check out the fantastic raffle baskets that are available for purchase! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a>”</li> <li>Silent Auction Opens</li> </ul>
5:00 p.m.	30 seconds	Location	NA	<p>Text: The Gala will be starting in 90 minutes. In person guests can join us at Chevy Chase Country Club at 1000 Milwaukee Avenue Wheeling, IL and virtual guests can join us on Zoom <a href="https://zoom.us/j/93649093665">https://zoom.us/j/93649093665</a></p>

				Meeting ID: 936 4909 3665 One tap mobile +13126266799
6:15 p.m.	60 mins	Music performance		<ul style="list-style-type: none"> <li>Harper College to perform</li> </ul>
6:30 p.m.	40 mins	Pre - Show	<ul style="list-style-type: none"> <li>2 -- Scrolling Screen (Host)(DM) <ul style="list-style-type: none"> <li>"Share music or sound only" feature on "share mode"</li> <li>Live Stream of GiveSmart Bid Display (silent auction items)</li> <li>Harper Duo to perform</li> <li>Devin to screen shot a photo of guests on Zoom</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guests hop on Zoom and will be muted as they join Zoom</li> <li>Text Alert: "Be sure to check out the silent auction and wish list on GiveSmart! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a>"</li> <li>Chat: Be sure to check out the silent auction and wish list on GiveSmart! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a></li> </ul>
6:30 p.m.	180 mins	Photobooth		
6:45 p.m.	5 mins	Play by Play	<ul style="list-style-type: none"> <li>Use phone</li> </ul>	
7:00 p.m.	50 mins	Live Painter	<ul style="list-style-type: none"> <li>Use phone</li> </ul>	
7:10 p.m.	5 mins	5 minutes until start	<ul style="list-style-type: none"> <li>1- Live Welcome w/ hosts (Host) <ul style="list-style-type: none"> <li>Chat shares GiveSmart link</li> <li>Host "Stop Sharing" to bring to live</li> <li>Mute all</li> <li>Emcee asks all guests to head to their seats</li> </ul> </li> <li>2 -- Scrolling Screen (Host)(DM) <ul style="list-style-type: none"> <li>"Share music or sound only" feature on "share mode"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Text Alert: "Be sure to check out the silent auction and wish list on GiveSmart! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a>. The Gala is about to start, please take your seats and get ready for a great night!"</li> <li>Chat: Be sure to check out the silent auction and wish list on GiveSmart! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a></li> </ul>
7:10 p.m.	4 mins	Emcee heads to stage	<ul style="list-style-type: none"> <li>Rob heads to the podium to start the program</li> <li>Guests should head to their seats</li> </ul>	
7:14 p.m.	5 mins	Welcome and Salads	<ul style="list-style-type: none"> <li>1- Live Welcome <ul style="list-style-type: none"> <li>Host "Stop Sharing" to bring to live</li> <li>Mute all</li> <li>Chevy Chase to flicker lights</li> <li>Emcee at podium to welcome guests</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Text: "The Gala is starting we hope you enjoy the night!"</li> <li>Text: "We hope you enjoyed the duo from Harper College, they will be playing again later tonight during dinner!"</li> <li>Chat: Welcome to the Hybrid Celebrate Ability Gala, we are so</li> </ul>

			<ul style="list-style-type: none"> <li>○ Thank Harper performers: Jeffrey and Peter</li> <li>● Lower Thirds Scrolling screen on projectors at Chevy – Running all night on Chevy Projectors and Gala general slide</li> <li>● Salad is served</li> </ul>	<p>excited you have joined us tonight! **insert link for virtual program**</p>
7:20 p.m.	1 min	ED Intro/Welcom e	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ TC welcomes everyone</li> <li>○ TC welcomes Anne</li> </ul> </li> <li>● 2 – BOD Slideshow prepped to share</li> </ul>	
7:21 p.m.	10 min	SOD TY	<ul style="list-style-type: none"> <li>● 1 – Live Welcome with Anne</li> <li>● 2 – BOD slide show</li> <li>● Anne to thank commissioners, trustees, sponsors, etc.</li> <li>● NCH to accept award</li> <li>● Clearbrook to accept award</li> <li>● Zurich to accept award</li> <li>● Village to accept award</li> <li>● Reminder to purchase \$100 Raffle tickets</li> <li>● TY to committee</li> <li>● 2 – Committee slide show</li> <li>● GiveSmart Sponsor Scrolling screen on projectors at Chevy</li> </ul>	<ul style="list-style-type: none"> <li>● Chat: Don't forget to get your \$100 Raffle Tickets <a href="https://e.givesmart.com/s/dmyPwp/e/rMz/i/_Raffle/">https://e.givesmart.com/s/dmyPwp/e/rMz/i/_Raffle/</a></li> <li>● Chat: Thank you to all our amazing sponsors, board members and committee members for helping to make this evening wonderful!</li> <li>● Chat: We will be sharing the Zoom screen in 5 minutes, be sure to turn your camera on!</li> <li>● Text: "Be sure to purchase your \$100 Raffle Tickets! <a href="https://e.givesmart.com/s/dmyPwp/e/rMz/i/_Raffle/">https://e.givesmart.com/s/dmyPwp/e/rMz/i/_Raffle/</a></li> </ul>
7:31 p.m.	3 mins	Donation Opportunities	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Talk about the many ways you can give, BOC, SA, IA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Text Alert: "Be sure to check out the silent auction and wish list on GiveSmart! <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a>"</li> </ul>
7:39 p.m.	50 mins	Dinner	<ul style="list-style-type: none"> <li>● 2 – Slide show of photos through dinner <ul style="list-style-type: none"> <li>○ Dinner served</li> </ul> </li> <li>● Turn of Main Camera and Mic for dinner</li> <li>● Host "Stop Sharing" to bring to live Video and mic off at 8:29 p.m.</li> </ul>	NA

7:39 p.m.	60 mins	Musical Performance	<ul style="list-style-type: none"> <li>Harper performs during dinner</li> </ul>	
7:50 p.m.	15 mins	Zoom Chat	<ul style="list-style-type: none"> <li>Laptop camera on in registration area <ul style="list-style-type: none"> <li>AK, LT and TC will hop on Zoom to chat with virtual guests</li> </ul> </li> </ul>	NA
8:05 p.m.	25 mins	Dinner for TC	<ul style="list-style-type: none"> <li>2 – Slide show of photos through dinner</li> </ul>	NA
8:20 p.m.	10 mins	Dessert Served		
8:30 p.m.	5 mins	Impact Auction	<ul style="list-style-type: none"> <li>1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>Welcome everyone back</li> <li>Last call for \$100 Raffle tickets</li> <li>TC To introduce the Impact Auction</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Text Alert: “It’s now time for the impact auction and to hear all about some awe- inspiring donor and participant stories!”</li> <li>Last call for your \$100 Raffle tickets! Bucket o’ Cheer tickets will be available until 9:15 p.m. <a href="http://www.SLSFGala2022.givesmart.com">www.SLSFGala2022.givesmart.com</a></li> <li>Chat: “It’s now time for the impact auction and to hear all about the incredible things that have happened over the past 40 years!”</li> </ul>
	1 min	Impact Auction Video Prepped	<ul style="list-style-type: none"> <li>2 – Impact Auction Video prepped <ul style="list-style-type: none"> <li>Video and mic off</li> </ul> </li> </ul>	
8:36 p.m.	10 mins	Impact Auction Video	<ul style="list-style-type: none"> <li>1 – Mic and Video off</li> <li>2 – Presentation up in full screen <ul style="list-style-type: none"> <li>Runtime: 10 minutes</li> </ul> </li> <li>1 – Mic and Video on standby <ul style="list-style-type: none"> <li>Host “Stop Sharing” to bring to live at 9:59</li> </ul> </li> </ul>	
8:46 p.m.	20 mins	Impact Auction	<ul style="list-style-type: none"> <li>1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>Rob to start Impact Auction</li> <li>\$5,000→\$2,500→\$1,500, etc.</li> <li>Last call for Bucket o’ Cheer tickets</li> </ul> </li> <li>2 – Live Stream of donations prepped</li> </ul>	<ul style="list-style-type: none"> <li>Text Alert (8:56 p.m.): “Wow what inspiring stories each of our SLSF donors and NWSRA participants has to share with us tonight!”</li> <li>Text (9:00 p.m.): Don’t forget to get your Bucket o’ Cheer tickets! The silent auction will be closing at 9:15 p.m.</li> </ul>

			<ul style="list-style-type: none"> <li>○ <a href="https://e.givesmart.com/p/iE8Gry/e/5IP/a/di/splays/vieww/display_2">https://e.givesmart.com/p/iE8Gry/e/5IP/a/di/splays/vieww/display_2</a></li> </ul>	<ul style="list-style-type: none"> <li>● Text (9:05 p.m.): Thank you to everyone who has donated to the Impact Auction! Please be sure to make your donation through GiveSmart.</li> <li>● Text (8:46 p.m.): Be sure to get you bids in, the Silent Auction will be closing at 9:15 p.m.</li> <li>● Chat: "Wow what a great story that you have helped build these past 40 years!"</li> </ul>
9:06 p.m.	3 mins	\$100 Raffle Winner	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Rob pulls winners</li> <li>○ Silent Auction closes at 9:15 p.m.</li> </ul> </li> <li>● 2 – Sponsor Scrolling Presentation prepped</li> </ul>	<ul style="list-style-type: none"> <li>● Text: "Congrats to our \$100 Raffle Winners!"</li> <li>● Chat: "Congrats to our \$100 Raffle Winners!"</li> </ul>
9:09 p.m.	6 mins	SA Closes and BOC Raffle Ticket Purchases	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Last call for guests to purchase BOC tickets</li> <li>○ Emcee to adlib for a bit</li> <li>○ Silent Auction closes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Text Alert: The silent auction is closed</li> <li>● Chat: "The Silent Auction is now CLOSED! But don't worry, you can still purchase Wish List items"</li> </ul>
9:15 p.m.	5 mins	Pull Bucket o' Cheer Raffle Winner	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Emcee will pull Bucket o' Cheer raffle winner <ul style="list-style-type: none"> <li>▪ MO to bring to front of stage</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Text Alert: "Congrats to our Bucket o' Cheer winner!"</li> </ul>
9:20 p.m.	2 hour 15 mins	Dancing	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Monster Entertainment starts playing</li> <li>○ Dance Party starts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Text: "Thank you all for joining us tonight, please join us as we get to dancing the night away!"</li> <li>● Chat: "Not much of a dancer? Be sure to browse the Wish List to help purchase items for NWSRA programming spaces!"</li> </ul>
11:30 p.m.	1 min	End of Event	<ul style="list-style-type: none"> <li>● 1 - Main Camera &amp; Mic on <ul style="list-style-type: none"> <li>○ Event ends, thank you all for attending</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Text: "Thank you all for joining us tonight! Please be sure to check out the Wish List which will be open until November 11<sup>th</sup>."</li> </ul>

				<ul style="list-style-type: none"> <li>Chat: Thank you for joining us tonight, the Wish List will be open until November 11<sup>th</sup>!</li> </ul>
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The evaluation meeting is scheduled for January 23, 2023

**Target Numbers:**

Target #	2020		2021		2022	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$96,600	\$89,994	\$65,500	\$76,606.24	86,400.00	\$82,006.83
Expenses	\$31,532	\$31,206.26	\$28,300	\$16,868.75	\$28,100.00	\$29,347.53
Net Revenue	\$65,068	\$58,787.74	\$37,200	\$59,737.49	\$58,300.00	\$52,659.30
Registrations	264	230	288	182	265	182
Sponsorships	\$8,000	\$12,000	\$10,000	\$20,500	\$20,000.00	\$15,050.00
Emerald Sponsors	\$22,500	\$22,395	\$24,000	\$13,625	\$24,000.00	\$15,00.00
Silent Auction	\$15,500	\$10,850	\$8,000	\$8,807	\$6,000.00	\$14,670.00
Bucket o' Cheer	\$2,600	\$1,820	\$2,000	\$2,180	\$1,000.00	\$2,430.00
Impact Auction	\$23,000	\$20,505	\$7,000	\$14,830.24	\$16,000.00	\$14,175.00
\$100 Raffle	\$10,000	\$9,349.50	\$7,000	\$5,705	\$1,500.00	\$5,100.00
SLSF cost person – (total expenses/ attendance)	\$119.44	\$135.68	\$98.26	\$92.69	\$106.04	\$161.25

**Summary:** The Celebrate Ability Gala is an annual event held at Chevy Chase Country Club with about 180 guests each year. This event is one of SLSF's biggest fundraisers of the year. This year's Gala was planned as a hybrid event. There were two ticket prices this year to accommodate the format change. Guests attending virtually paid \$100 and in – person guests paid \$125. A signature drink was created to celebrate the evening.

This year's Impact Auction raised money for an accessible Greenhouse at the Wheeling Park District. The Impact Auction raised \$14,175. Posters were made to show what the space will look like for guests to see where their money will go. New this year the committee added a photo booth and a live painting from an artist at Pinot's Palette. The photo booth was well received from attendees. The live painting was a great addition but will be included in the silent auction for next year.

Donors had the ability to bid on silent auction items from the comfort of their homes, as well as purchase items from the Wish List and additional raffle tickets for the \$100 raffle and Bucket o' Cheer. Prior to the event, registered guests and sponsors received an email with the Zoom link, virtual program,

the GiveSmart link for the silent auction and logistics for the night of. Silent auction baskets were available for guests not in attendance to pick them up the week after the Gala.

There was an overwhelmingly positive response to having the NWSRA Staff help as volunteers. Attendees appreciated hearing about their firsthand experiences with participants and how guests' contributions were making an impact.