

LEGACY GALA

LD Bell Band Macy's Fundraising Gala Framework

Theme: Legacy Gala

Date: Saturday, May 18, 2025

Time: 6:00–9:00 PM

Location: LD Bell High School – Auditorium, Foyer, Cafeteria

Budget: Max \$1,200

1. Key Duties & Responsibilities

Event Leadership & Planning Team

Role	Responsibilities
Event Coordinator Missy Saunders	Oversee all planning, ensure timeline stays on track, coordinate volunteers, troubleshoot issues
Band Directors	Oversee logistics, coordinate students/alumni performances, assist with instrument borrow/return
Treasurers	Handle ticket sales, track payments, manage event funds
Student Ushers	Guide guests, assist alumni, provide programs
Parent Volunteers	Assist with tickets, name tags, food stations, silent auction, cleanup
Silent Auction Coordinator	Organize auction items, set up tables, facilitate auction process
MC (John Pollard?)	Keep the event moving, introduce speakers and performers, announce auction winners
Alumni Instrument Pickup Helpers	Assist alumni borrowing instruments for the performance

2. Decorations Outline

Auditorium (Concert Space) – Elegant & Simple Broadway-Inspired Theme

- Stage: Minimal skyline decor along the front edge
- Backdrop: Black with silver accents (stars, NYC skyline silhouette)
- Balloons: silver and black clusters on stage sides
- Marquee Letters: "LDB" "NYC" near stage

Foyer (Entry & Check-in) – Red Carpet Welcome

- Ticket Table: Black tablecloth, silver accents, signage
- Name Tag Station: Organized table setup
- Photo Backdrop: Themed step-and-repeat banner with balloons
- Red Carpet Entry: Velvet rope stanchions for VIP feel
- Moveable Memory Wall (that can be relocated to the reception)

Cafeteria (Reception & Silent Auction) – NYC Interactive

- Pipe and drape everywhere to hide storage, tables and cafeteria stations
- Silent Auction Tables: Black tablecloths, spotlighting on items
- Food & Beverage Tables: Elegant but simple black tablecloths, NYC themed background decorations
- Minimum of 12 Tall Cocktail Tables: Shako wraps with themed centerpiece stakes/decor w/donation QR code cards
- Moveable Memory Wall: Large black backdrop where alumni can write memories & sign their graduation year
- Make-and-Take T-Shirt Station: Dedicated space with clear signage
- Photo Booth Area: NYC or Broadway-themed backdrop with fun props
- Uplighting: Soft blue/silver lighting accents around room for ambiance
- Sponsor Banners: Displayed around the space to recognize major supporters
- Possible picture set-up of band photos from band hall.

3. Event-Day Timeline

Morning - Set-Up (Starting at 9:00 AM)

Time	Task	Responsibility
9:00 AM	Load in decorations, auction items, and supplies	Event Coordinator, Parent Volunteers
9:30 AM	Set up Auditorium (balloons, marquee letters, skyline decor, sound check)	Decor Team, AV Team
10:00 AM	Set up Foyer (ticket table, name tags, red carpet, photo backdrop)	Check-in Team

10:30 AM	Set up Cafeteria (silent auction tables, food tables for hors d'oeuvres & sweets, memory wall, make-and-take station, ensemble stage, photo booth)	Decor & Logistics Team
11:00 AM	Pickup donated food items & final vendor items	Assigned Parent Volunteers
12:00 PM	Lunch break for volunteers	—
1:00 PM	Silent Auction display finalization	Silent Auction Coordinator & Team
2:00 PM	Final sound checks for student & alumni ensembles	Directors & Musicians
3:00 PM	Alumni instrument check-out	Band Directors & Helpers
4:00 PM	Run-through of event flow with MC	MC & Directors
5:00 PM	Volunteer briefing, doors open for early arrivals	Event Coordinator
5:30 PM	Musicians warm-up	Student & Alumni Performers

4. Sample Event Program Outline (6:00–9:00 PM)

6:00 – Welcome & Concert

Location: Auditorium

- **Welcome by Emcee** (Introductions, event overview)
- **LD Bell Wind Ensemble Performance**
- **Video Presentation: “The Legacy of LD Bell”** (Alumni stories & history)
- **Alumni Speaker – “Why This Trip Matters”**
- **Large Alumni Ensemble Performance** (possible Fife help?)
- **Alumni Drumline Feature** (TBD)
- **Alumni & Students Play School Song/Fight Song Together**

Transition Announcement: After the final song, the Emcee invites everyone to continue the celebration in the **Cafeteria for the Reception, Silent Auction, Small Ensemble Performances, and Light Refreshments.**

7:15 – Reception & Silent Auction in the Cafeteria

Location: Cafeteria

- **Guests Check-in at Name Tag Table** (if they didn't at entry)
- **Red Carpet Photo Opportunity** (Photo backdrop for alumni & guests)
- **Memory Wall** (Alumni write memories & sign their class year)
- **Silent Auction Opens** (Guests browse items & place bids)
- **Live Music from Small Alumni & Student Ensembles**
- **Hors d'oeuvres & Sweets Served**
- **Make-and-Take T-Shirt Station Open** (plus other options according to [list below](#))

8:30 – Silent Auction Wrap-Up & Closing Remarks

Location: Cafeteria

- **Final Silent Auction Bidding Countdown**
- **Silent Auction Closes** – Winners Announced
- **Final Words & Thank You from Band Directors**
- **Encourage Future Donations & Support**
- **Photo Booth & Last-Chance Donations**

9:00 – Event Wrap-Up & Alumni Instrument Return

Location: Band Hall

- Alumni return borrowed instruments
- Volunteers clean up & pack decor

Need to determine -

- Event Schedule
- Ticket Cost
- BUDGET
- Tables for sit-down, or cocktail tables
- Small group numbers during reception? (YES PLEASE)
- Fundraising Goal for Event

Possible Committee Members -

- Trish Ruiz Hernandez
- Tatiana Perry
- Michelle Johnson
- Angela Dioli
- Amanda Everly
- Carey Miller
- Julie Newton

Spreadsheet links:

- [Sponsors/Donations](#)
- Event Planning

Reception Fund-Generating Ideas:

1. **Alumni Graduation Year Donation**
 - Set up a giving station where alumni can donate in honor of their graduation year.
2. **Buy one, give one**
 - Purchase a scarf or beanie for a student, receive your own custom Bell Band scarf or beanie!
3. **Blue Raider Band Alumni VIP Membership**
 - Offer an **exclusive alumni donor club** for those who give \$100+.
 - VIP perks could include a **special alumni band patch**, early access to next year's band show announcement, or a private alumni reception at a football game.
4. **Make & Take T-Shirts & Totes: Limited Edition Swag**
 - A t-shirt or tote bag station where alumni can choose a **Legacy Gala exclusive** design.
 - Cost to participate is a donation (\$25-\$50).
 - Optional upgrade: Higher-tier donors get a premium design or signed memorabilia.
5. **"Encore for Education" – Community Challenge**

- Businesses and individuals can pledge a **match donation challenge**.
Example: A local business pledges **\$1,000 if the room raises \$5,000** in small donations by the end of the night.
- Create excitement by **tracking progress live!**

VIP Alumni Giving Tiers

Your gift supports the LD Bell Band's journey to the 2025 Macy's Thanksgiving Day Parade® while unlocking exclusive alumni experiences!

Blue Raider Backer – \$50

- Exclusive LD Bell Band Commemorative Sticker (or Pin)

Silver Baton Sponsor – \$100

- All benefits from the Blue Raider Backer tier
- One-year membership in The Long Blue Line Alumni Association.

Legacy Circle Patron – \$250

- All benefits from the Silver Baton Sponsor tier
- Limited Edition 2025 Macy's Parade LD Bell Alumni Shirt
- Name featured in a special post-parade "Thank You" video shared on social media

Macy's Champion – \$500

- All benefits from the Legacy Circle Patron tier
- Framed **2025 Macy's Parade LD Bell Band Print**, signed by the directors
- VIP Event in 2025 – Join an exclusive post-Macy's alumni celebration & meet-and-greet with band directors and students after the 2025 Winter Concert

Color Punch or Pick a Dot Game



<https://www.madewithhappy.com/rainbow-punch-pinata/>

Punch a dot. Win a prize. Support the band.

Description:

Every dot holds a surprise—some have prizes, all help us march to Macy's!
\$5 per punch | All proceeds support the LD Bell Band Legacy Fund.

Purpose: Easy, fun, low-cost game to bring in mini donations with a chance to win prizes

Set-Up Options:

- Bright color dots arranged in a big punch board
- A **punch wall**, with colored dots to mimic Color Theory and It all Begins with a Dot.
- Each one has something inside: small prizes, thank-you notes from students, stickers, sublimated keychain, \$5 gift cards, typical band snacks like KIND bars, goldfish, fruit snacks.
- Some envelopes are marked as **“Prize Pulls”**—with band merch

Signage example: *“Feeling lucky? Donate \$5 to Pick-a-Percussion!
Every pull is a surprise—some win prizes, all support the band!”*

Letters to Broadway

Purpose: Create a heartfelt connection while encouraging small donations.

Set-Up:

- A decorated table or corner with a Broadway-style flair: marquee-style letters that say “Letters to Broadway,” music note confetti, small lights
- Pretty stationery, pens, envelopes
- A sign:
“Write a note of encouragement to our band students marching to Macy's! \$5 suggested donation. Let them know you're cheering them on—from Bell to Broadway!”

How it works:

- Guests donate at the table (cash box, QR code, or both)
- They write a letter or short note—can be to the whole band or a specific section
- Letters can be collected and delivered in a keepsake format to students, featured on a slideshow, or included in care packages

Optional add-ons:

- A “Read a Random Note” box at the end for fun (with permission)
- A place for kids or alumni to draw mini doodles or write lyrics