

# 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

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## 1. Key Duties & Responsibilities

### Event Leadership & Planning Team

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

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

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

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## 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**.

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## 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](#))

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## 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**

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## 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 Diioli
- 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