

HTPS Gala General Information

Location: [Oak + Hood](#) 11347 S Macksburg RD Canby, OR 97013

No alcohol consumption allowed: **Volunteers must refrain from drinking.**

Standard Attire: The black and white dress code aims to create an elegant and traditional atmosphere for the gala fundraiser.

- For Ladies Attire: Solid white Russian dresses with white scarves and black accessories. If ladies do not have a white dress, they may wear a solid black dress. However, avoid wearing prints with multiple colors.
- For Men Attire: Black Russian shirts or black collared long-sleeve shirts paired with black slacks.
- Servers:
 - Water/Wine servers and bartenders will wear black with white striped aprons.
 - Food servers will wear solid black aprons.
 - All aprons must be dropped off at the rental dirty dish drop off area.
- Backstage food preppers should follow the same attire guidelines and remember to bring their own black or white apron.
- All volunteers are required to wear name tags throughout the event. These name tags will be provided by the leads upon signing in.



Friday, June 05, 2026, Gala Detailed Schedule:

- 1:00-3:30 Set Up/ Prep Time / Training (Feed the volunteers Pizza at 2:00PM)
- 3:30 Guest Arrival
- 3:30-5:30 Cocktail/Appetizers
- 5:15-5:30 Dan the Auctioneer 15 Minute Dinner Alert
- 5:30-5:32 Dan will introduce himself and Welcome Everyone
- 5:32-5:35 Prayer for Dinner (Larry)
- 5:35-5:45 Introduce Larry Semerikov Speech
- 5:45-5:50 Introduce Principal Ulita Seleznev
- 5:50 HTPS Students Walking Up to Stage Speech
- 5:50-6:10 Ulita Introduces HTPS Students Singing while salad is served.
- 6:10-6:30 Intermission/Social Time/ Reminder check out all Auction Items
- 6:30-7:35 Live Auction Starts/Main Entree Served
- 7:30-7:40 Dessert Served
- 7:35-8:00 Appeal (General Operations and TAP), and Thank You Speech
- 8:05 Announce Raffle Drawing Winners (Raffle Order: A Year of Renewal Raffle, Greece Trip, and Golden Ticket.)
- 8:35-9:00 Remind Guests to Pick Up Winnings and Have a Blessed Night!
- 8:50 pm: Last call for drinks.
- 9:00-11:00 CLEAN UP!!! Every volunteer must clean.

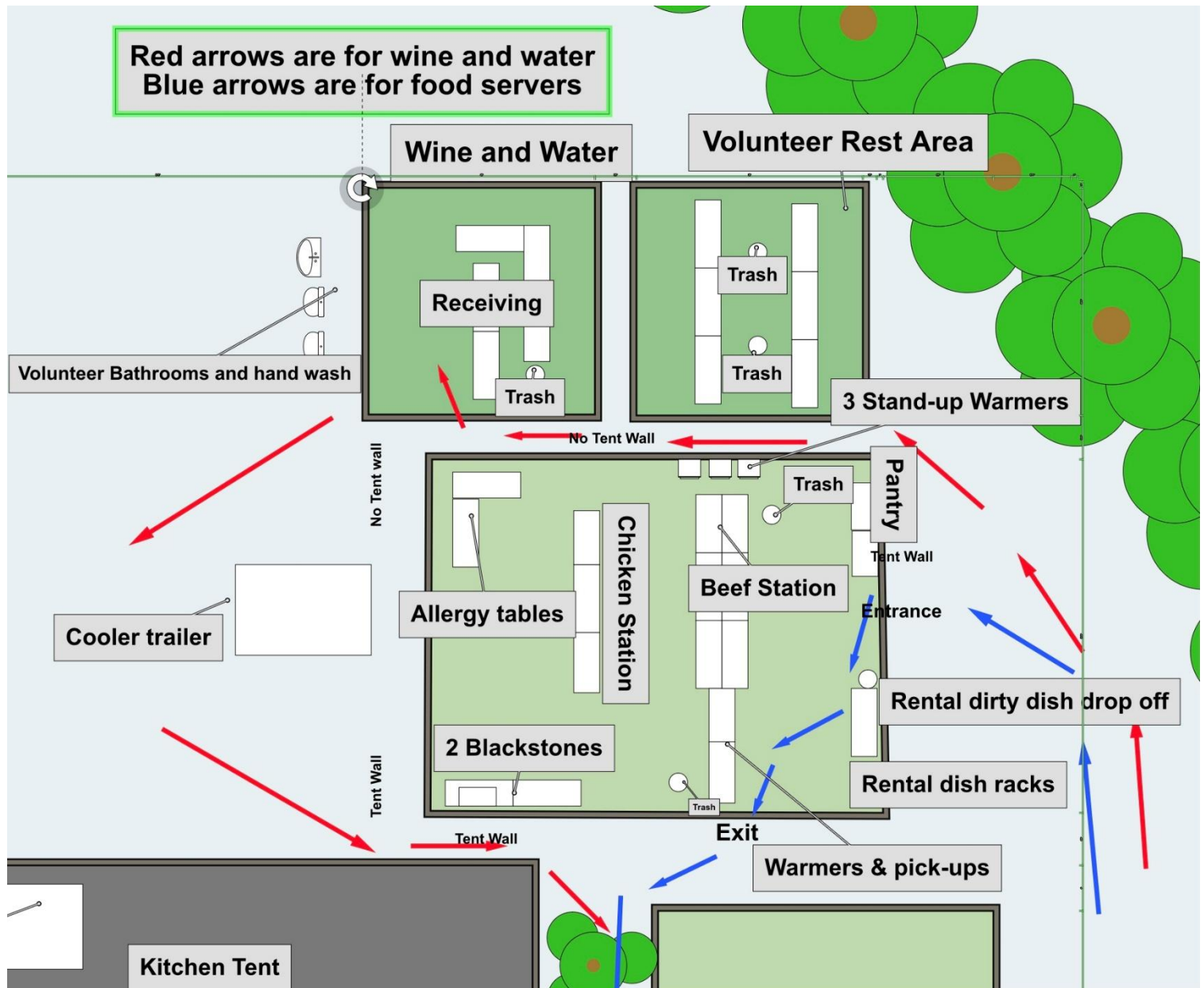
Kitchen, Wine/Water Station, Volunteer Rest Area, and Rental dirty dish drop off Layouts

Below is the map showing the setup for the wine/water station, volunteer rest area, dirty dish drop-off stations, and the exterior kitchen location at the venue.

Please pay close attention to the arrows on the map:

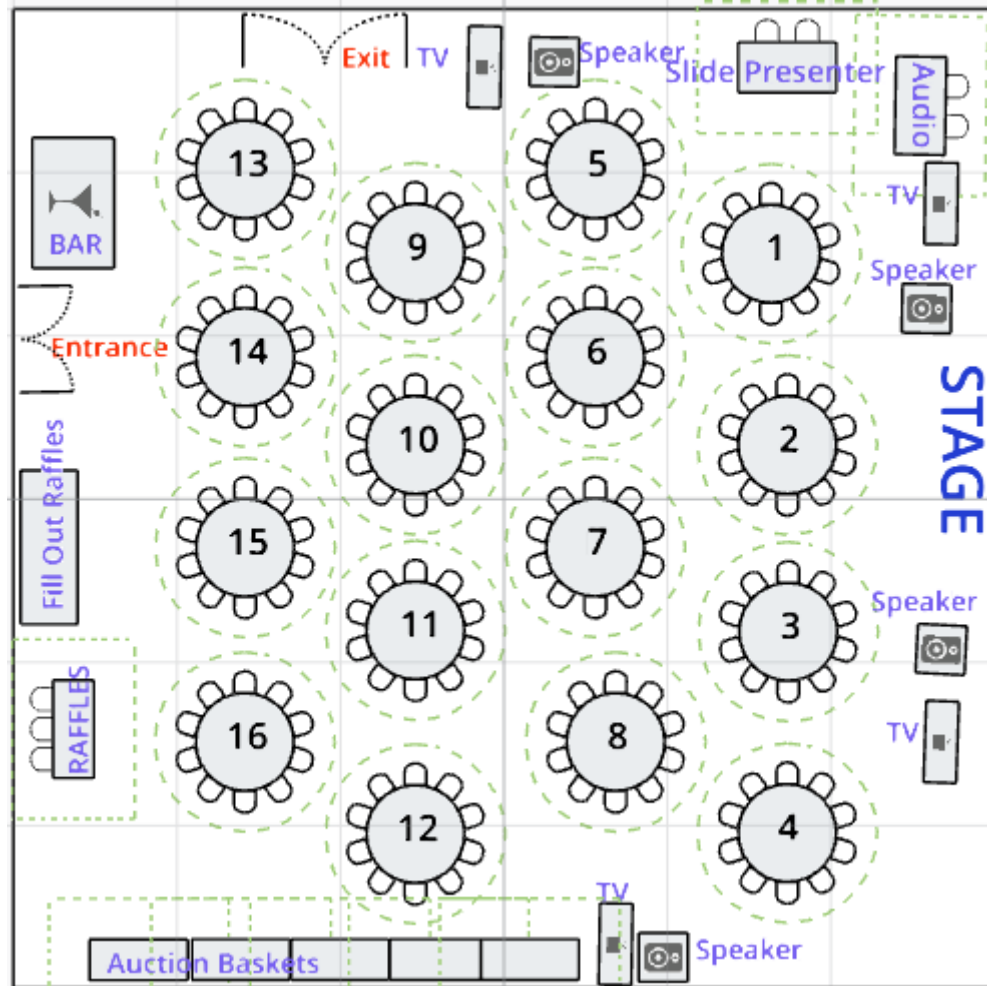
- **Blue arrows** indicate the path for **food servers**
- **Red arrows** indicate the path for **drink servers**

To ensure everything runs smoothly, let's respect each other's work areas and stick to the designated walking routes. This will help avoid congestion and keep things moving efficiently.



Gala Tent Area Layout Overview:

16 tables will be set for the gala guests. The below image provides an overview of the dining area.



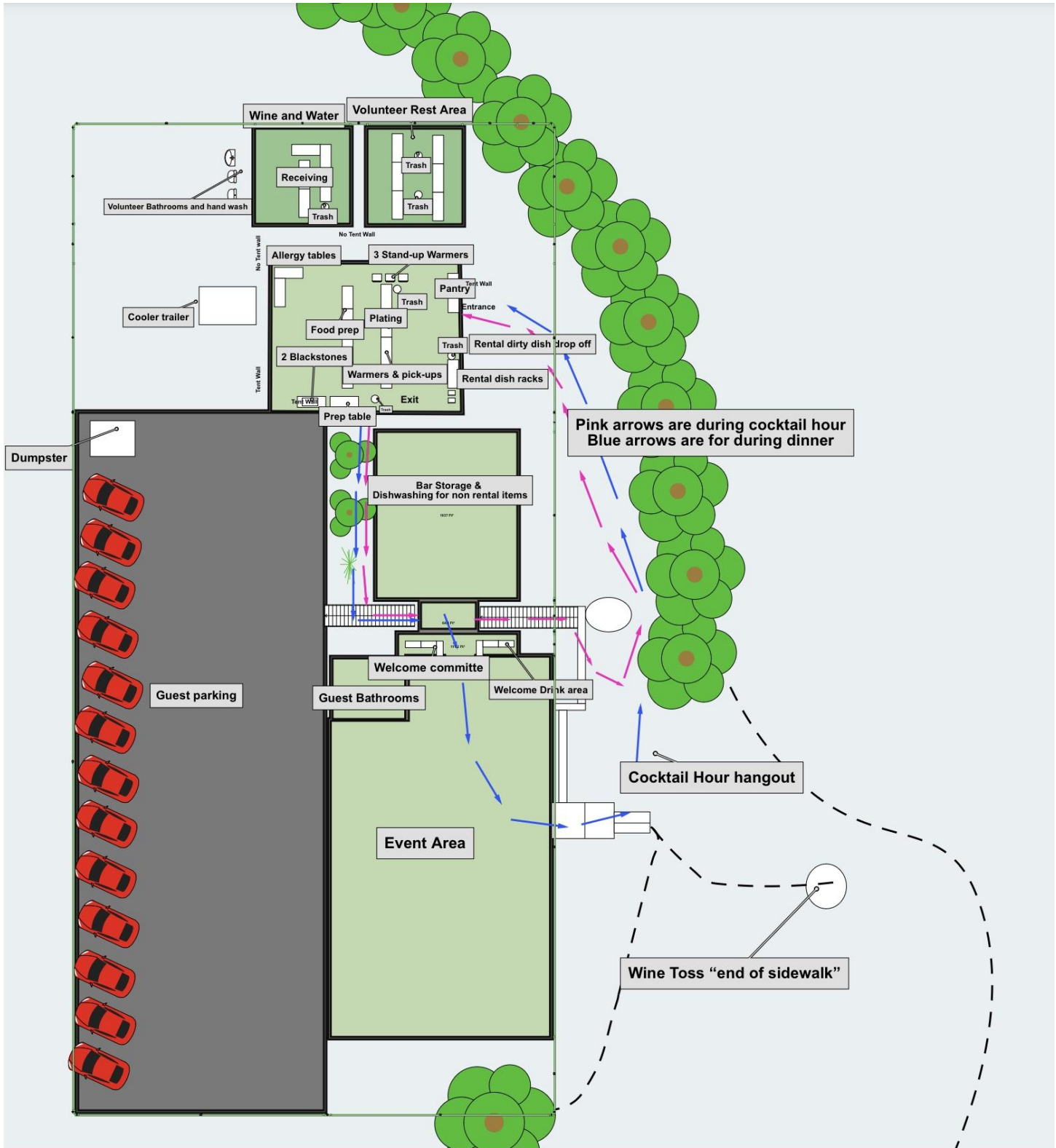
Gala Floor Plan

Here's the layout for the gala, and it's important to note:

- Kindly avoid lingering in front of guests. If you're not actively involved in gala tasks, please stay out of sight. You can be in the volunteer rest area taking a break.
- **Directional Arrows:** Please follow the arrows on the map for entering and exiting the venue:
 - **Pink arrows** indicate the designated route during **cocktail hour**.
 - **Blue arrows** indicate the route to use during **dinner service**.
- It's important **not to walk through the event building during cocktail hour**, as the entrance will be crowded with guests checking in. Please use the marked paths to avoid congestion and ensure smooth flow.
- **Refrigerator Trailers:** Two refrigerated trailers will be available for storing food, ice, and drinks.
- **Restrooms:**
 - The restrooms within the event area are reserved for **guests only**.
 - **Volunteers** must use the designated porta potties located in the volunteer area.
- **Rented Dishes:** Do **not** wash rented dishes. Please place them in the designated *rental dirty dish drop-off area*.

Qty	Item
16	Water Pitcher - Glass 60oz
490	Dinner Plate - Eloise Gold
180	Glassware - Lennox Flute 6oz (Rack of 36)
175	Glassware - Lennox Water Glass 14oz (Rack of 25)
175	Glassware - Lennox Wine Glass 11oz (Rack of 25)
170	Fork - True Gold (Pack of 10)
170	Knife - True Gold (Pack of 10)
170	Tablespoon - True Gold (Pack of 10)
170	Napkin - Ivory (Pack of 10)

- **Non-Rented Kitchen Supplies:** These items must be washed **before** being stored in the event trailer. A small kitchen is available for washing, located in the building situated between the outdoor kitchen and the main event building.
- Our goal is to have all equipment **washed, cleaned, and packed** in the trailer by **11:00 PM** on the night of the event.
- The following day, we will **unload the trailer, sort all equipment, and return items** to their appropriate storage locations.

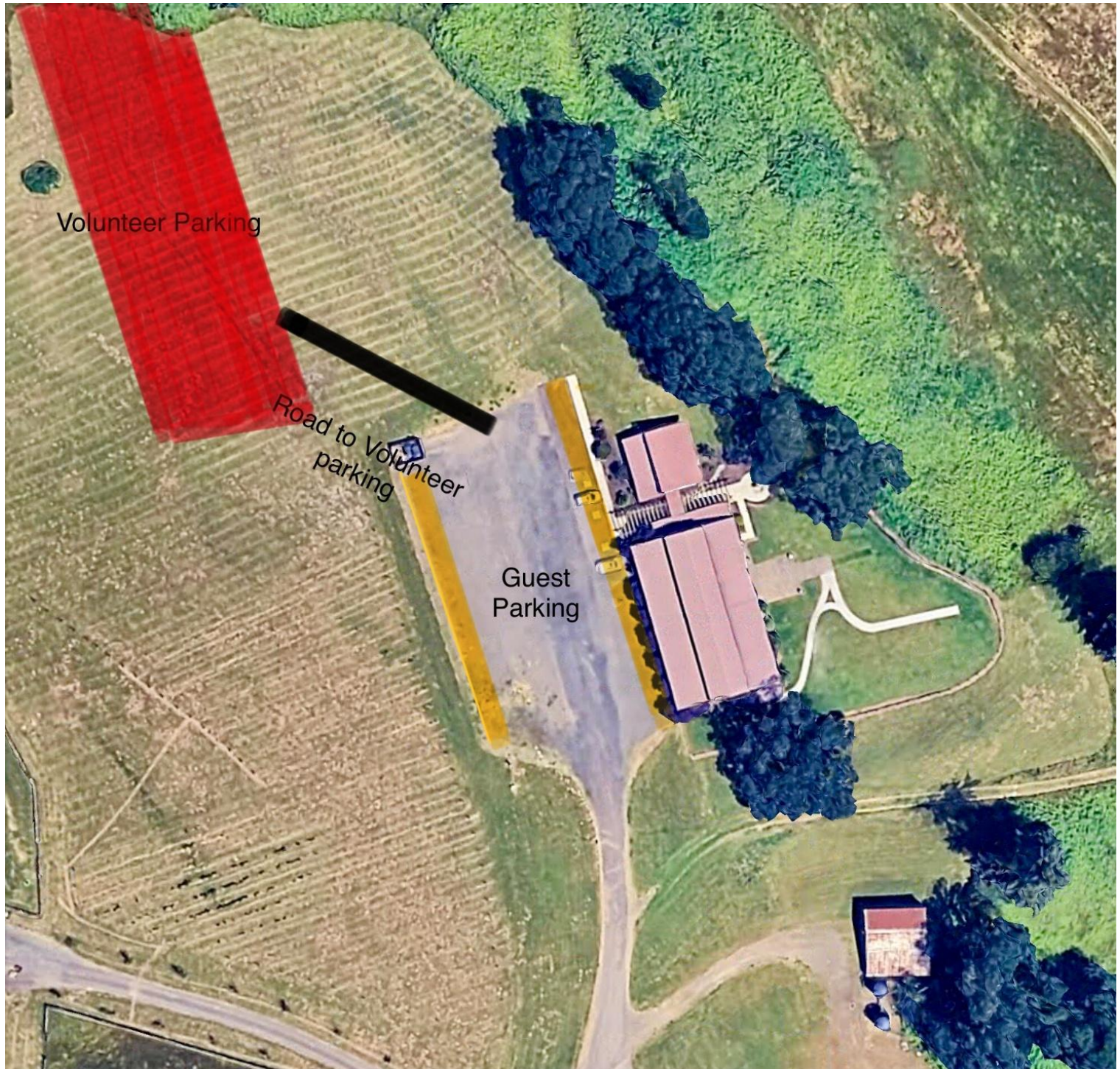


Gala Volunteer Parking

Expecting 160 Gala guests and 90 volunteers the day of the event. Parking at the venue is limited, so it's crucial to carpool to the event. Coordinate with fellow volunteers to share rides. We kindly request that you carpool with a **minimum of four people**. If you need to drop off items, park your vehicle in the guest parking lot temporarily, then

relocate to the designated volunteer parking area. If you don't have any gala supplies to drop off, simply park directly in the volunteer parking area. The parking attendants will assist you in finding a suitable spot.

IMPORTANT NOTE: All volunteers and guests must leave the venue property by 11:00pm.



Volunteer Sign-In Sheet: To ensure a successful gala event please arrive on time and do not leave before your shift ends.

Gala Event: _____



Date: _____

It's crucial to arrive on time, sign in upon arrival, and sign out when you leave. Please ensure all columns are filled out neatly with legible handwriting.

#	First & Last Name	Cell #	Arrival Time	Depart Time
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Clean-Up Duties:

All volunteers are required to help with cleanup duties during the last two hours of their shift. The following tasks must be completed:

- Gather all rectangle and round tables and place into the school's event trailer.
- Gather all rental chairs in the store in the storage area where the audio staff was set up.
- Empty all trash cans and dispose of trash bags in the dumpster.
- All rental dishes must be put into the dish racks before 10:00 pm. The vendor is picking up the dishes by 10:00pm.
- Outdoor kitchen area needs to be all cleaned out by 10:00 pm. The vendor will be arriving by 10:00 pm tear down tent.
- If you have completed cleaning your assigned area, inquire with the Facilities lead for additional cleanup tasks.
- Place all used aprons, towels, and tablecloths near the rental dirty dish drop off in a bag, then load the bag into the event trailer. The laundry volunteer will pick up the items the following day to wash them.
- Clean up your assigned area first and then assist other volunteers with their cleaning tasks.

- Dispose of all trash bags in the dumpster bin situated in the guest parking area. Refer to the venue diagram for the dumpster location.
- All empty recyclable cans and bottles should be collected in blue recycling bags. Once filled, place all blue bags in the event trailer.
- Clean up after yourself. Throw your own cups and paper plates into the trash. Throw empty pizza boxes into the trash.
- All guests and volunteers must leave the venue by 11:00pm.

Décor Items:

- The flower arrangements will be given to selected guests as a thank-you for their continued support of the school.
- The following items are owned by the school and should be packed into the event trailer after the gala:
 - Re-box the tall glass candle holders
 - Small sign stands (used for the framed table and event signs)
 - Large sign stands
 - Table number stands
 - Auction flyer stands

Gala Planning Team

If you have any questions about any activities that are not part of your primary responsibility, please do not hesitate to reach out to any of the planning leads.

