



Dear Gala Viewing Party Host,

We are so excited you will be joining us for our Secret Garden Gala: Home Edition! Thank you for sponsoring a viewing party and hosting for this event. As the party host we leave it in your hands to decide the atmosphere and dress attire for your guests. You can be as fancy or as casual as you'd like!

Setup of your Viewing Party

We have items to deliver for your viewing party, and need the address of where you will be holding your viewing party. Please email me with your party location by Monday, August 31. We have partnered with Botanicals, a local plantscape company, to provide you with the main centerpiece; a beautiful floral and plant display matching our secret garden theme. Included with the plant centerpiece are display photos of children and families to add to your table and connect with our mission at Root for Kids.

Katering Concepts has partnered with us to provide free rental of tables, chairs and linens. If you'd like to utilize these items, please contact me by Friday, September 4.

Setup of the Virtual Gala

Our event will be live over Zoom beginning at 6:00pm Saturday, September 12. The web link to our private Zoom video call will be emailed to you the week of the event. It will work best to join the video call on a laptop. We ask that you connect the laptop to your television with an HDMI cord to allow your guests a better view of our program. Now, we know what you might be thinking...this just got a little complicated! Don't you worry, we've got your back. We have volunteer tech support staff that will be available to you. They can connect with you a couple of days before the event, and can be on call during the event in case any issues arise. If you would like to be contacted by one of our volunteer tech support staff to assist with the setup of your laptop and TV, please email me by Saturday, September 4.

First we need to know what hardware you have access to and what items you will need. Do you have access to the following items:

- Laptop with a camera
- Television
- HDMI cord

If you are missing one or more of these items, please email me by Friday, September 4. We can provide free rental of any needed items. If you request a volunteer tech support staff, they will connect with you by phone a couple of days before the event to confirm your setup and answer any questions you may, and they will also be available to stop by in person to assist you and answer any questions.

Host Garden Party Bag

A member of our Root for Kids staff will deliver your Host Garden Party Bag on Thursday, September 10 between 5:00-7:00pm. If you aren't home, we will leave the items on your doorstep. None of the items will melt or ruin from the heat. It will contain the following items:

- Floral/plant centerpiece
- Framed photos of children
- Table tent listing your party sponsor
- Printed programs for your guests
- Thank you gifts & raffle tickets for your guests
 - Plus one additional raffle ticket for you, the host
- Dinner gift cards to your selected local restaurant
- Instruction sheets on our to connect to the Zoom video call
- Instruction sheets on how to join our online silent auction
- If you've requested assistance from a tech support person, we will include their contact information

Raffle Drawing

All guests are automatically entered for a chance to win our awesome prize, a Zion Getaway for Two- a \$700 value prize. Guests can purchase additional raffle tickets for \$25. Raffle tickets will **go on sale Monday, September 7 at 7:00pm** and it will **close Saturday, September 12 at 6:30pm**. Our Emcees will draw the winner live on the Zoom video call at approximately 6:30pm.

Schedule of the Event

The schedule for our event on Saturday, September 12 will be as follows:

- Hosts connect your laptop and television by 5:00pm
- Hosts will check-in via Zoom between 5:00-5:15pm.
- Your guests should be arriving between 5:00-5:40pm.
- Begin serving dinner at 5:45pm.
 - Don't forget to place your order with the restaurant on **Friday** & make arrangements to pick it up or have it delivered
- Our Emcees will join you via the Zoom video call at 6:00pm. This will begin our program.
- Guests will continue enjoying dinner, socializing and finalizing their silent auction bidding until the auction closes at approximately 6:30pm.
- We anticipate the program ending at 8:00pm

Auctions

This year we will open the silent auction three days *before* our gala event to allow everyone time to view and bid on items. Guests will need to register with our exclusive online mobile bidding software **before the event** in order to join in on the bidding fun!

Guests will have access to preview the auction starting Monday, September 7 at 7:00pm to flag their favorite items and begin planning their bids. The auction will officially **open for bids** Wednesday, September 9 at 7:00pm and it **will close** Saturday, September 12 at approximately 6:30pm.

Later in the program we will have special auction items in a second group of exclusive packages that you won't want to miss!

The online auction is the same program we used at our gala last year and is best viewed on a cell phone or tablet. To assist with the registration of our guests in the auction program, we need the names and emails of your guests. Please email the names AND emails of your 7 guests (the 8th person is you) by next Monday, August 31. My email address is mjones@rootforkids.org.

Dinner

We invite you to select a local restaurant from the following list for the meal that you will serve at your viewing party. We will provide you with a gift certificate to the restaurant and to help ease with scheduling and communication, **we will leave the ordering and delivering to you**. We have connected with the restaurants and they will be expecting your order. They have asked that you call them with your order 24 hours before you intend to pick it up, or have it delivered. Please email me your restaurant selection by Monday, August 31.

- Benja Thai & Sushi
- Hash House A Go Go
- Honolulu Grill
- Lonny Boy's Barbecue (Hurricane)
- Main Street Café (Hurricane)
- Morty's Cafe
- Paula's Cazuela
- Red Fort Indian Cuisine
- Riggati's Wood Fired Pizza
- Royal Thai
- The Pizza & Pasta Factory
- Twisted Noodle Cafe

Dessert

The afternoon/evening of Saturday, September 12 you will receive a delivery of a sweet and delicious treat from our local business. As we get closer to the event, we will specify the expected delivery time.

Summary

We look forward to connecting on September 12! Please reach out with your questions by phone or email, we are happy to respond! Below you will find a summary of the dates and items we need from you.

Please email the following items to mjones@rootforkids.org. You are welcome to contact me at (435) 668-6026 by text or phone call.

- Due by Monday, August 31
 - Address of your viewing party
 - Names & email addresses of your 7 guests
 - Your restaurant selection
- Due by Friday, September 4
 - Requests for tables, chairs or linens
 - Requests for HDMI cord or laptop
 - Request for our tech support staff to help with the set up your TV and laptop

We are so excited to join together Saturday, September 12 in the mission to nurture the strong beginnings of the littlest members of our community. Thank you for your continued support!

Monica Jones
Root for Kids, Special Events Director