



## 5 – Choir Student Reservation Form with Payment

**All** choir students planning to attend the event – including models and performers – must turn in a paid student reservation. If you will not be participating, please *sign and submit* to Joann Langley in the choir office ASAP, but by no later than **Friday, October 12th.**

**Cost per choir student = \$25.**

Student Name \_\_\_\_\_

Please indicate form of payment:

\_\_\_\_\_ I am enclosing \$25 (Please make checks payable to **cap+s**)

\_\_\_\_\_ Please use funds in my student account to cover cost.

All choir students will be seated together at tables separate from other guests.

All choir students will be served the same “student friendly” entrée. Water, soda and other appropriate beverages, including the always popular “Kiddie Cocktail”, will be served.

**NOTE:** This form is to be used for JHHS choir student reservations only. Please do not include anyone else on this form. Please do not include JHHS choir students on the separate “Guest Reservation Card”.

The JHHS Choral Department

## 20th Annual Fall Gala – Information Packet



Please take time to look carefully through this packet. The Fall Gala is one of two annual fundraisers sponsored by the Choral Association of Parents & Students (**cap+s**), our parent booster organization. The documents contained within are all important to the success of this event.

### Documents included in this packet are:

#### 1 – Letter of Introduction

#### 2 – Donation Explanation Letter

#### 3 – Student Participation form

**Students**, please complete and submit this form (signed by a parent or guardian) as soon as possible, but by no later than **Wednesday, September 12th**.

#### 4 – Senior Escort Sign-Up & Autobiography Sheet

**Senior students** choosing to model may be escorted by a parent or other significant adult of their choosing. Escorts, please complete and submit this form as soon as possible, but by no later than **Wednesday, September 12th**, to share in this very special moment with your student.

#### 5 – Choir Student Reservation Form with Payment

**All choir students** planning to attend the event (including models & performers) must complete and submit this form as soon as possible, but by no later than **Friday, October 7th**.

#### 6 – Guest Reservation Card with Payment

Please complete and submit reservations as soon as possible, but by no later than **Friday, October 12th**.



## 2 – Donation Explanation Letter

*Dear JHHS Choral Parents,*

As many of you know, the fine arts are the first curriculum areas affected by budget cuts. Therefore, teachers in the Fine Arts Department look to parents and members of the community to help support this very important facet of education. It is with this in mind that holding the Fall Gala fundraiser came to be an annual event sponsored by our booster organization, the Choral Association of Parents & Students (**cap+s**).

### Silent Auction

In addition to a luncheon, fashion show, raffle, and student performances, the Fall Gala features a silent auction of themed gift baskets, goods, and services with items received through generous donations from families and businesses. This year we have some outstanding donations big and small, that will be a win for you and support the program. The more people who attend the Gala the more bidders and funds we receive!

### How can you help?

- 1) Pick a theme and put together an auction basket of goods, or donate one or more items and the Gala committee will create a basket. Items do not need to be newly purchased. New but unused items that you have in your home may also be donated.
- 2) Ask businesses that you frequent to donate goods, services, or gift certificates.
- 3) Ask if the company that you work for contributes to educational programs. In past years, through family requests, cap+s received \$700 in grant money from corporations last year.
- 4) If you run your own business, consider a donation of your goods or services.
- 5) If you have season tickets to sporting or other entertainments events, consider donating a pair of tickets.
- 6) Donate baskets or other containers that may be used for packaging and presentation of auction items.
- 7) Volunteer your time. It is very rewarding to help with the event and a great way to get to know other choir families. Keep an eye out for emails regarding volunteer opportunities.

**Cap+s** is a tax exempt organization. If needed for soliciting donations, a copy of the tax exempt status letter can be provided to you by the Fall Gala committee.

Thank you for your support in this endeavor and special thanks to all families for past contributions! Please contact us with any questions at [jhhsfallgala@gmail.com](mailto:jhhsfallgala@gmail.com).



## 1 – Letter of Introduction

*Dear Choral Parents & Students,*

On Sunday, October 28th, 2018 the Choral Association of Parents and Students is sponsoring the 20th Annual Fall Gala Luncheon at The Cotillion Ballroom in Palatine, IL. The afternoon will spotlight our seniors modeling fashions and, in keeping with this year's theme **"That 70's Show"** students will be performing nostalgic songs from the past. The event will also feature a formal luncheon with a silent auction and raffle. Please invite your family and friends to join us for a fun filled afternoon of entertainment.

### **How to Make your Reservation:**

- Complete and submit the **Guest Reservation Card** included in this mailing.  
(See card for detailed information.)
- Complete and submit the **Choir Student Reservation Form** included in this mailing.  
(See form for detailed information.)
- Please include payment in order for reservation to be confirmed.

### **Student Opportunities:**

- Participate as a model (Seniors only).  
(Details to be provided during classroom visits by the Fashion Coordinator on September 7th.)
- Audition to perform a song as a solo, duet or group.  
(Details to be provided by the Choir Director – Sara Michael.)
- Volunteer to help with preparations for the event.
- Sell raffle tickets. 50% of sales will be credited to the student's choir account.\*
- Encourage family and friends to make a guest reservation. \$5 from each confirmed guest reservation will be credited to the student's choir account.\*

\* *Funds in student accounts may be used throughout the year to cover expenses such as choir fees, vocal workshops, voice lessons, group shirts, concert/play/musical tickets, trip fees, etc. Balances remaining in student accounts at the end of the year will be carried forward for use during the next school year.*

If you have any questions, please contact:

**Sharon Johnson** at: [jhhsfallgala@gmail.com](mailto:jhhsfallgala@gmail.com)

We are looking forward to you and your choir student(s) taking part in this fun event!



## 4 – Senior Escort Sign-Up & Autobiography Sheet

Name of Senior Student \_\_\_\_\_

Name of Escort \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### **Autobiography: please use back of form.**

#### **Escort:**

Two fun facts and what you love most about the student you are escorting.

#### **Student:**

1. Activities you are involved in
2. Fun fact about yourself
3. What you love about your escort, family, friends or high school.

#### **Attire for Escorts:**

- Please wear something “dressy”. The senior students will be wearing formal gowns or tuxedos.
- **Ladies** – A dress, a skirt and blouse, dress pants and blouse, pant suit, etc. would be appropriate.
- **Gentlemen** – A suit or sport coat with dress pants or business khakis would be appropriate. If you own a tuxedo you may wear it if you like, but it is not necessary to rent one for the occasion.

Please submit this form asap, but by no later than **Friday, September 21st**. Specific instructions for senior models and their escorts will be given to students prior to the event.

*This is something the students have looked forward to since their freshman year. We know they will be thrilled to have you participate!*

**NOTE: All escorts must submit a paid guest reservation.**



### 3 – Student Participation Form

Please complete and turn in this form as soon as possible, but by no later than **Wednesday, September 12th.** (Please Print Legibly)

Student Name \_\_\_\_\_ Student Grade: FR/SO/JR/SR (Circle One)

Student Email \_\_\_\_\_ Student Cell \_\_\_\_\_

Parent Email \_\_\_\_\_ Parent Cell \_\_\_\_\_

\_\_\_\_ I would like to model (seniors only)

\_\_\_\_ I would like to perform (all students)

\_\_\_\_ I would like to be a student volunteer

\_\_\_\_ I will not be attending

**NOTE: Seniors** will model formal wear provided on loan for the day from designer dress shops or tuxedo rental stores. Separate details for FR/SO/JR's will be announced.

**Senior models must agree to the following:**

- 1) All Students** – I will complete and turn in the separate Student Reservation Form along with payment as soon as possible, but by no later than **Friday, October 12th.**
- 2) Seniors Only** – I realize the store or clothes selected for me to model may not be to my personal taste but I am volunteering to model to help the choir program. If the clothing selected for me to wear is “appropriate”, I will make the walk down the runway. I will go to fittings at designated time and place. I will be responsible for any damages that occur while I am in possession of the clothing. (Including makeup stains)
- 3) ALL STUDENTS** – My parents and I have read and signed this form and have agreed to my involvement in this event.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Guest Reservation Card for:  
The 20<sup>th</sup> Annual  
Fall Gala



Presented by **cap+s**

The JHHS Choral Association of Parents and Students

Date: Sunday, October 28th

Time: 11:00am – 3:00pm

Place: The Cotillion Ballroom

360 South Creekside

Palatine, IL 60074

(At Route 14 & ½ Block West of 53)

A \$5 credit will be issued to student account for each paid guest.  
Please designate student to receive credit when completing  
the reservation details on reverse side.

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## GUEST RESERVATION DETAILS

**Please do not include choir students. Reservations for choir students should be submitted separately on the "Student Reservation Form"**

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Number of Guests: \_\_\_\_ @ \$40 per person

Number of Tables of 10: \_\_\_\_ @ \$370 per table\*

\*Please submit one reservation card with full payment for the entire table.  
Separate reservations may not be combined for the discounted price.

**CASH      CREDIT      CHECK # \_\_\_\_\_**

Entrée Choices:

Chicken Vesuvio (C)--Vegetable Lasagna (L)—Kids Meal (K)

**Kids Meal for children 12 and under = Bow Tie Pasta w/Vodka Sauce**

Guest Name(s)	Entrée C-L-K	Name of Student to Receive Credit for the Reservation

**RESERVATIONS ACCEPTED NOW THROUGH FRIDAY, OCTOBER 12<sup>TH</sup>  
NO REFUNDS AFTER OCTOBER 19<sup>TH</sup>**

**TWO WAYS TO PAY**

1. **CASH or CHECK:** Return reservation card with payment to:  
JHHS CHOIR OFFICE ATTN: Joann Langley
2. **CREDIT CARD:** Go to herseychoir.com to make an online payment. Reservation card information can be sent to Choir Office or emailed to [jhhsfallgala@gmail.com](mailto:jhhsfallgala@gmail.com).

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