

# Hometown Heroes Gala



City of  
**Hosted by: WHITEWATER**

# Purpose

The Hometown Heroes Gala will highlight community leaders including individuals serving on boards, committees, commissions and top officials and their contributions to the City of Whitewater.

# Gala Information

## **Location:**

Hamilton Room in the UW-  
Whitewater University Center

190 Hamilton Green Way,  
Whitewater, WI 53190



# Gala Information

**Date:**

Friday, August 16, 2024

**Time:** 5 p.m. to 8 p.m

- Social Hour with Appetizers 5-6 p.m.
- Awards and Recognition 6-7 p.m.
- Live Performance 7-8 p.m.

**Attire:** formal, black tie



# 01 Venue

Room Capacity:  
~250 if we want areas for  
food, bar, photo booth,  
dancing/music, etc.

## TO - DO

- ❑ Planning Meeting six weeks from event
  - request a microphone, podium, sign holders, round tables with tablecloths, and a sound system for awards and band

## Venue Cost Break-down

Total: \$1050.00

- Reservation **\$650.00**
- Tech Support **\$100.00**
  - \$25/hour (only after 4:30, rounds up to whole hours)
  - 4 hours
- Miscellaneous Add-ons **\$300.00**
  - Will know exact amount after planning meeting with the UC

# 02 Catering

~250 guests  
Social/Appetizers from 5-6pm

TO - DO

- ☐ Place Order (at least three weeks before)

## Hot Hors d'Oeuvres

Vegetable spring roll with sweet and sour sauce  
**\$38.99/dozen**

x10

Grilled Shrimp with salsa verde **\$41.99/dozen**

x10

Beef slider, topped with bacon, cheddar cheese and spicy roasted tomato ketchup **\$38.99/dozen**

x10



## Cold Hors d'Oeuvres

Hummus shooter with crudite garnish **\$39.99/dozen**

x10

Caprese skewer with cherry tomato, fresh mozzarella, basil and balsamic glaze **\$39.99/dozen**

x10

Harvest chicken salad in phyllo cup **\$37.99/dozen**

x10

## Fruits and Vegetables

Crudite display – fresh cut vegetables served with ranch sauce **\$5.49/person**

x100

Seasonal fruit display – fresh cut melon and pineapple with seasonal berries and seedless grapes **\$4.79/person**

x100

## Desserts

Selection of housemade cookies and brownies  
**\$3.99/person**

x125

Mini Cupcake Station **\$3.29/person**

x125

## Drinks

Fruit Infused Water **\$9.99/gallon**

x3

Cold Soda **\$2.99 each**

x200

## Cash Bar

Bar Set-up **\$75.00/bar**

x2

Bartenders **\$40.00 per hour/bartender**

x4

Alcohol

**A La Carte**(each guest pays for their own drinks)

## Catering Cost Break-down

Total: ~\$5650.00

- Appetizers **\$3407.40**
  - 920 servings
- Desserts **\$910.00**
  - 250 servings
- Drinks **\$627.97**
  - 250 servings
- Cash Bar **\$650.00**

# 03 Awards

## TO - DO

- ☐ Invite committees and community members to nominate individuals via email
- ☐ Form selection committee and review nominations
- ☐ Order Trophies with custom engraving

# Award Categories

## Preservation Protector

Recognizes an individual who has made outstanding contributions in the field of historic preservation, heritage education and advocacy in Whitewater.

## Difference Maker

Recognizes an individual or group that works diligently to improve and strengthen the quality of life for themselves, their neighborhood, and the City of Whitewater.

## Community Champion

Recognizes an individual whose leadership has positively impacted their community, culture or society through acts of kindness, bravery, and selflessness.

## James D. Allen Service Award

Recognizes a city resident who best exemplifies Allen's legacy of community service and advocacy.

## Volunteer of the Year

Recognizes a volunteer that has provided outstanding community services with direct benefits to the City of Whitewater during the current year. Services may be related to the environment, health and social services, arts and culture, recreation, education, or neighborhood/community improvements.

# Award Process

## Nomination

- Individuals may be self-nominated or nominated by a organization
- Nominations should explain how the nominated individual meets the award description and include specific examples of actions the nominee has made that qualify them for the award.

## Selection

- A selection committee including some City Council members, city staff and the City Manager will review the nominations and select winners

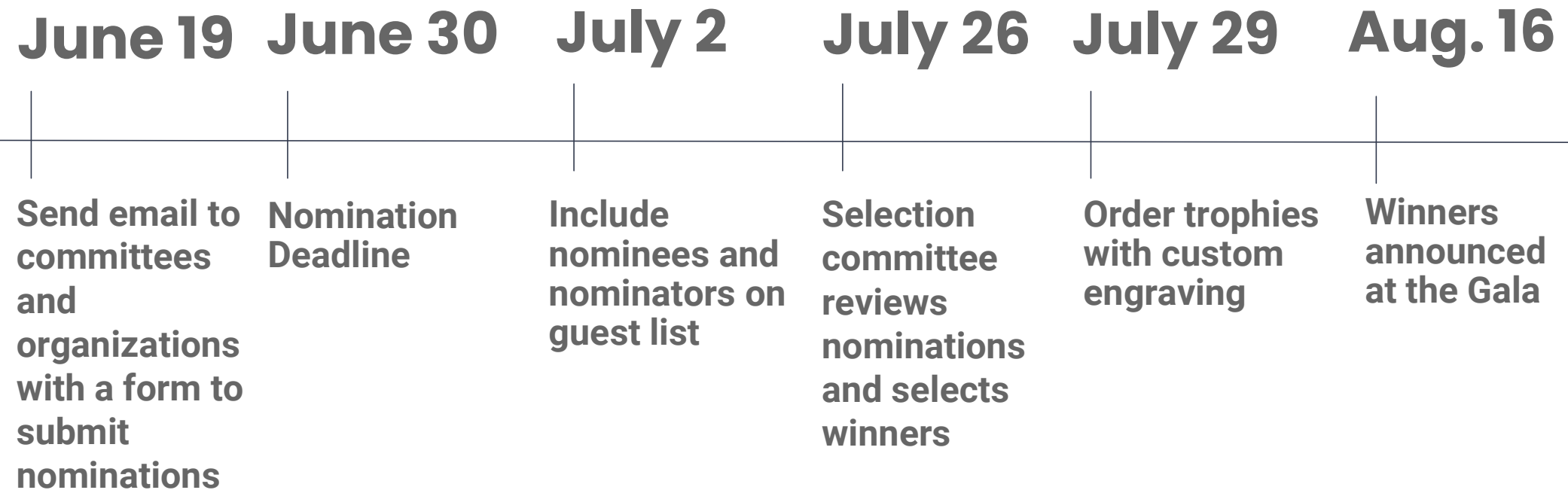
## Award

- Winners will be announced live at the Hometown Heroes Gala
- John Weidl, City Manager, will emcee the awards portion of the event

**Can two Common Council members sign-up for selection committee?**



# Award Process Tentative Timeline



# Trophy Options

PLEASE  
CHOOSE ONE

1 5in W x 8in H  
\$39.99 each



2 7in W x 7<sup>3</sup>/<sub>4</sub>in H  
\$59.99 each



3 5in W x 8in H  
\$49.99 each



\*there may be additional fees due to the length of engraving  
\*need approximately two weeks between ordering and delivery

# 04 Printing Services

## TO - DO

- ☐ Refine Guest List ~125
  - each guest gets to bring a “plus one”
  - include nominees and nominators

## Invitations

- ☐ Order (UWW)
- ☐ Mail

# 04 Printing Services

## Name tags

\*includes name and any organizations

- ☐ Review RSVP responses
- ☐ Print

## Thank you notes

- ☐ Order (UWW)
- ☐ Review attendance
- ☐ Mail

# Invitation Design



# Invitation Timeline

**June 26**

**July 10**

**July 30**

Place Order with UWW  
Printing Services

Mail to the Guest List

RSVP deadline

**\*UWW Printing Services requires at least two weeks from placing the order to picking up the order**

# Thank You Design



# Thank You Note Timeline

**June 26**

**August 20**

**Place Order with UWW  
Printing Services**

**Review Attendance and  
Mail to Attendees**

**\*UWW Printing Services requires at least two weeks from placing the order to picking up the order**



## Quote from UWW Printing Services

Total: ~\$130.00

- Invitations
  - Cardstock, 5 x 7
  - Envelope included
  - ~\$0.50/each
- Thank You Notes
  - Cardstock, 5 x 7
  - Envelope included
  - ~\$0.50/each

## Printing Supplies (need to purchase)

Total: ~\$300.00

- Name Tags and Holders
  - **\$33.65 per 100**
  - Purchase 3 packs
- Stamps
  - **\$13.60 per roll of 20**
  - Purchase 13 rolls

## 05 Music

- Background music during social hour and awards
- Performance following awards (approx. 1 hour)

# Piper Road Spring Band



- Band is confirmed for August 16, 2024 from 5-8pm

- \$1,000.00\*

\*additional \$200 if they need to provide their own sound system. We will contact them after the UWW Planning meeting

# 06 Decor

Total:  
~\$500.00

Navy and Silver Colors

- ☐ Photo Area
- ☐ Table Centerpiece Jars
- ☐ Custom Flower Arrangements from Floral Villa

# Photo Booth ~\$60.00



\$39.99 for frame  
\$16.99 for drape

# Centerpieces Jars ~\$40.00



\$39.99 for 30 jars on guest tables

\*Order and deliver to Floral Villa at least 2 weeks before event

# Floral Villa Quote ~400.00



Custom corner arrangement for photobooth



Flowers and garnish to be placed in table centerpiece jars



Custom display for check-in table



# Cost Break Down

1. Venue	1050.00
2. Catering	5650.00
3. Awards	400.00
4. Printing Services	430.00
5. Music	1200.00
6. Decor	500.00
TOTAL	\$9330.00

# Thank You.

I look forward to hearing your feedback.

Please contact me at [aostrenga@whitewater-wi.gov](mailto:aostrenga@whitewater-wi.gov) if you have any additional questions or concerns.

Sincerely, Alyssa Ostrenga  
City of Whitewater  
Event Planning Student Intern