



January 15, 2018

Dear Friend of Saint Clement of Rome:

On Saturday, April 21, 2018, St. Clement of Rome will host its annual Gala & Auction, featuring cocktails, a delicious dinner-buffet, music and silent and live auctions. All proceeds will benefit St. Clement of Rome Church and School. We are pleased to announce that Melanie and David Diket and Caroline and Keith Huber will serve as the 2018 Co-Chairs for this year's Gala & Auction.

You can help Saint Clement of Rome by becoming an SCR Old Hollywood Gala Restaurant Partner and donating 400 six-ounce servings of an entrée, appetizer, salad or a dessert. Featuring the fabulous food of fine restaurants like yours, live music, and an amazing silent auction, The Old Hollywood Gala will be a wonderful event for people in our community. Saint Clement of Rome will recognize your generosity by prominently advertising your company in the program, at the event, and on our website.

To confirm your participation in this wonderful event, please complete the enclosed form by April 16<sup>th</sup>, 2018 and email it to [saintclementofromegala@gmail.com](mailto:saintclementofromegala@gmail.com). If you have any questions, you can reach Keith at 504-450-8404.

With your support, we are confident that our 2018 Gala & Auction will be a very successful event. We thank you for your continued support of our St. Clement of Rome family.

Thank you for your time and consideration; should you have any questions regarding the Saint Clement of Rome Gala on April 21<sup>st</sup>, 2018, please do not hesitate to contact [saintclementofromegala@gmail.com](mailto:saintclementofromegala@gmail.com). Also, please feel free to visit our website at <https://501auctions.com/scrgala>.

Sincerely,

Keith Huber  
Saint Clement of Rome Gala  
Food Chair

## Restaurant Participation Form

Date: April 21, 2018

Location: Saint Clement of Rome Gym

TIME OF EVENT: 7:00 P.M.-11:00 P.M.

TIME OF SET UP: 6:00 PM

Thank you for participating in Saint Clement of Rome's Old Hollywood Gala. We encourage you to bring menus, coupons, and business cards so that our guests can become your customers. Please complete the information below and return to Keith Huber as soon as possible:

Name of restaurant/company as you want to be listed in printed materials:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Describe food/refreshments you will serve:

\_\_\_\_\_  
\_\_\_\_\_

\*Servers encouraged but optional

Contact person in charge of your table:

Name: \_\_\_\_\_

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

Serving needs: (please check all that apply)

\_\_\_\_\_ I will bring my own chafing dish and sternos (if applicable).

\_\_\_\_\_ I will bring all of my own disposable serving items.

\_\_\_\_\_ I will need electrical access.

\_\_\_\_\_ I will need: plates bowls cups forks spoons napkins

Other needs: \_\_\_\_\_

In addition to food, I will donate a gift certificate for the Auction in the amount of

\$ \_\_\_\_\_.

OVER

Please mail gift certificates to Saint Clement of Rome Parish Center, 4917 Richland Avenue, Metairie, LA 70002.

Please return copy of this form and digital image of company logo for the program to: Keith Huber at [saintclementofromegala@gmail.com](mailto:saintclementofromegala@gmail.com).

If you have any questions or special requests, contact Keith Huber at 504-450-8404

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_