

Quest Ball TIMELINE Email Record 2024

Mood Board Due from Ad. Team: Wed, Nov 29

10th Annual Quest Ball

Shine Bright: Reflections of Light

INVITATION TIMELINE

- Order Envelopes: Fri, Jan 12
 - Invite approved: Fri, Jan 12
 - Send Printer (Dan) File: Wed, Jan 17
 - Final File Invite Approved: Mon, Feb 5
 - Hard Copy Proof Approval: Wed, Feb 7 or Thur, Feb 8
 - Mailing Liste Due: Thurs, Feb 15
 - Dan Mails Invites Out: Thurs, Feb 22
 - In People's Mailboxes: Mon, Feb 26 or Fri, Mar 1
- (Dan will deliver, I believe, a set of 200 to Valley Christian Schools on Mon, Feb 26)

DELIVERABLES

- Bid Paddles:

Christi will let me know Monday, March 11 on what printer to use.

Email Subject: Quest Ball Banners

Wine Pull Donation Fliers - 8.5x11

Elementary - qty: 460 | Deliver to: EL Mailbox: Put Note for Amanda Moshier

Skyway - qty: 200 | Deliver to: Stephanie Rosas Desk

Approval: Tues, Feb 27

Printing Schedule: Wed, Feb 28

Prints Due: Thurs, Feb 29

QB PROGRAM - qty: 450

Timeline:

<https://docs.google.com/document/d/1EStejZf2e1WLpl4wyATEnfKhGh3OkIp4eLmWScroBAE/edit?usp=s>
haring

- Content Due from Advancement: Mon, March 18 & Wed, March 20
- Round 1 of Program Due: Thurs, March 21
- Advancement Revisions Due Back to Marketing: Mon, March 25
- Round 2 Due: Tues, March 26
- Final Approval of Program: Wed, March 27
- Start Printing Program: Mon, April 8
- Deliver Printed Programs: Wed, April 17

VIDEOS

- Promo Video

Final Approved: Feb 27

Yah Valley Video - Day of Event Video

Round 1 Draft: Thurs, March 28

Final Approved: Wed, April 10

Thursday, February 15, 2024

FENCE BANNERS

From: Maegan Collett

Sent: Thursday, February 15, 2024 5:59 PM

To: VCS Operations <operations@vcs.net>; Dinease Santoyo <dsantoyo@vcs.net>

Subject: Quest Ball Banner Installation Dates

Hi Operations,

The Quest Ball banners have arrived and have been delivered to the **Marketing Office - Kim Ellefsen's Office**. (SEE ATTACHED: QB_Banners_Marketing Office_Kim's Office.JPG)

We would like the following 3 banners installed in the following locations:

LOCATIONS OF BANNERS

- **Skyway Campus 120" w x 140" h (10ft w x 11ft 7")**
 - Skyway Campus: Football Stadium location (SEE ATTACHED: Skyway_Campus_Football_Banner.jpg)
- **Elementary Campus - size of banner 60" w x 70" h (5ft w x 5ft 8")**
 - Elementary Campus Outside Fence: See Attached location for visual representation of placement (SEE ATTACHED: Elementary_School_Street-Gate_Banner.jpg)
 - Elementary Campus Inside Fence: See Attached location for visual representation of placement (SEE ATTACHED: Elementary_School_Inside-Gate_Banner.jpg)

DATES FOR INSTALL AND TAKE DOWN OF QUEST BALL PRINTED BANNERS

- **Install the printed banners on Thursday, Feb 29 evening** to then be up by the next day March 1 (for the date tickets go on sale). These banners cannot go up any earlier as they say, "TICKETS ON SALE" and tickets don't go on sale until a specific date.

- **Take down banners on Monday, April 22** as the date of the event is on Sat, April 20 so after the event works for take down.

Thanks.

Let me know if you have any questions.

Tuesday, March 5, 2024 10:10 AM

Email Subject: Quest Ball

From: Maegan Collett <mcollett@vcs.net>

Sent: Tuesday, March 5, 2024 10:10 AM

To: Jacqueline Dibble <jdibble@vcs.net>; Christi Stockhaus <cstockhaus@vcs.net>; Kelly McPherson <kmcperson@vcs.net>; Stephanie Rosas <srosas@vcs.net>

Subject: Re: Quest Ball

Hi Advancement Team,

Looking forward to seeing you all at our meeting today at 1pm in the Marketing Office.

The zoom link is provided in the calendar invite I sent last week for Stephanie.

Yellow - areas represent questions/comments for the Advancement Team.

DESIGN OVERVIEW FOR THE PHASE-2 OF QB DESIGNS FOR DAY-OF-EVENT

(Maegan Collett's side of the MarCom Office)

Below are items we will review in the meeting.

- **Map of Event - In the meeting today if you have a map of the event and where you have decided to place "stations" that would be helpful to review today.**

I know Christi mentioned briefly in passing that it would be good to set up a walk-through of the venue sometime this week or next, which I am more than happy to make time for just let me know what day/time.

If we are adding any "new stations" that require a Falcon Flag, I will need to order those new flags by the **end of this week 3/8**, if possible. (See Attached for Years Past)

Let me know if you need a Falcon Flag added you don't see on this list.

Falcon Flags from Kirigin & Guglielmo

- **Total 17 have printed**

- Quest Ball
 - Parking
 - Check-In
 - Auction
 - Wine Bar
 - AMSE
 - BEI
 - Conservatory
 - Athletics
 - Photos
 - Programs
- **Kirigin (*Need to Get Printed for 2024*)**
 - Alumni
 - Golf
 - Next Exit
 - Turn Here
 - Entrance
- **A-Frames (See Attached Signage Layout from both Kirigin & Guglielmo: I know they might not be exactly what we did in years past as I know there were changes closer to the date I didn't revise in the pdfs, but these pdf's are just a reference)**
 - You will probably want to talk to Operations about where the A-Frames from QB have been stored and if they are all in good condition. If you find you need to replace some, you should order them sooner rather than later.
 - [24x36 - Link to Order](#)
 - [22x28 - Link to Order](#)
 - [Restroom Signs](#)
 - Once I know the map event layout, I will be able to tell you a clearer number of how many A-Frames we will need this year.

There are other items we can discuss, but I will wait to discuss those today in the meeting.

COMMUNICATIONS (*Jacqueline side of the MarCom Office*)

Jacqueline will also have her items to discuss as well regarding the Communications Plan.

- Content Needed for Social Media Communications Schedule
- Emails - whether Marketing will be doing them or the Advancement Team

See you then!

Wednesday, February 28, 2024 1:18 AM

Email Subject: Quest Ball Program 2024

From: Maegan Collett

Sent: Wednesday, February 28, 2024 1:18 AM

To: Jacqueline Dibble <jdibble@vcs.net>; Stephanie Rosas <srosas@vcs.net>; Chris Ivy <civy@vcs.net>; Christi Stockhaus <cstockhaus@vcs.net>; Kelly McPherson <kmcpherson@vcs.net>

Subject: Quest Ball Program 2024

Hi QB Team,

I am reaching out to you all regarding my estimated deadline for the Quest Ball Program.

[CLICK HERE TO VIEW LAST YEAR 2023 PROGRAM FOR REFERENCE](#)

TIMELINE of Content Due from Advancement Team for QB Program Due:

- Letter from Extend the Gift - (Christi's Letter) - pg3 **Due: Thurs, March 18**
- Special Acknowledgements - pg4
Due: Mon, March 18
- A Special Thank You to Our Wonderful Sponsors - pg5
Due: Wed, March 20 (absolute latest date is Tues, April 2)
- Quest Ball Committee Members - pg6
Due: Mon, March 18
- Schedule of Events - pg7
Due: Wed, March 20
- Stand Up for Valley's Kids - pg8-9
Due: Mon, March 18
- Live Auction Items - pg12-21
Due: Mon, March 18

- Featured Silent Auction Items - pg22-29
Due: Mon, March 18
- Names of All Generous Donors - pg30
Due: Mon, March 18
- Sponsor Ads for Back of Program - pg31-41
Due: Wed, March 20 (absolute latest date is Tues, April 2)

TIMELINE OF PROGRAM - qty: 600 programs

We need 2 weeks before the event to print the program. I will also be gone the week before the Quest Ball April 8 - April 16, so I would like to ensure we get the program approved by Fri, April 5.

- **Thurs, March 21** - Round 1 of Program Due from Marketing
- **Mon, March 25** - R1 Advancement Revisions Due Back to Marketing
- **Tues, March 26** - Round 2 Due from Marketing
- **Wed, March 27** - R2 Advancement Revisions Due Back to Marketing
- **April 1** - last day of ticket sales and sponsors
- **Tues, April 2** - Any new Sponsor Info Due from Stephanie
- **Wed, April 3** - Round 3 of Program Due from Marketing
- **Thurs, April 4** - R3 Advancement Final Revisions Due Back to Marketing
- **Fri, April 5** - Final Program Approved by Advancement
- **Mon, April 8** - Start Printing Program
- **Wed, April 17** - Deliver Printed Programs to Advancement

Qty: 600 printed programs unless you would like more (that is how many we printed last year)

Let me know if there are any questions or concerns with the deadlines.

Thanks.

Monday, March 18, 2024 3:32 AM

From: Maegan Collett <mcollett@vcs.net>

Sent: Monday, March 18, 2024 3:32 PM

To: Kelly McPherson <kmcperson@vcs.net>; Jacqueline Dibble <jdibble@vcs.net>; Christi Stockhaus <cstockhaus@vcs.net>; Stephanie Rosas <srosas@vcs.net>; Lena Choi <lchoi@vcs.net>

Subject: Re: Quest Ball

Hi Advancement,

QB DESIGN PROJECTS - Maegan

SIGNAGE

Thank you for meeting with us today and also for approving the following deliverables per Christi's email below.

As I said in the meeting the goal is to have all the signage completed in two week before we go on break besides the two signs the Quest Ball Seating Chart Map & the Sponsor Signs.

- **pg. 5 Check-In Banners - Approved: 3/18/24**
 - I have designed these in the generic QB style similar to the Falcon Flags that way they can be used multiple years
- **pg. 6 9.90 Wine Banner Cover - Approved: 3/18/24**
 - I have designed these in the generic QB style similar to the Falcon Flags that way they can be used multiple years
- **pg. 7 Restroom Signs - Approved: 3/18/24**
- **pg. 8-13 24x36 Directional A-Frames - Approved: 3/18/24**
 - Our goal is to start printing these on Monday, Mar 18
 - These are the same A-Frame names as we need for Kirigin back in 2022
 - Let me know if you did want any additional A-Frame directions besides the list given in the pdf.
- **pg. 20 22x28 Serving Stations - Approved by Kelly: 3/15/24**
 - A, B, C, D.
- **pg. 21 4x6 Table Number Cards & Serving Stations - Approved Verbally by Kelly In Meeting Today: 3/18/24**
 - Kelly and Christi will work on possibly ordering the silver frames. [Here is the amazon link I found.](#)

SIGNS AWAITING APPROVAL

pg. 14 OneCause BidPal Mobile A-Frames - **Awaiting Approval:** _____

- We are waiting on the WiFi unless this has been confirmed from the time we had our meeting.
- I know in the meeting Christi said she that her and Kelly would aim to get the **WiFi info to me by Fri, Mar 22.**

• pg. 15 Apex Stage Banner

- Christi/Kelly are going to talk to Bob Rubino and Apex to confirm what size the stage is to let me know what size I need to build the banner.
- **Goal get this info by Fri, Mar 22**

• pg. 17 Band Sign

- Once you know the **QB Band** let me know what needs to be on this sign to promote them. **Band name is at least "Super Bad" but confirming on logo to use or photo?**
Goal to get info Fri, Mar 22

• pg. 18 Sponsors

- Wed, March 20 (most of the sponsors due) All due Mon, April 1
- Working with Stephanie on these and she will place all the names to use in the [google sheet](#).
- Attached are the frames from last year for Stephanie to use as reference: **QB_Sponsors_16x20_22-23_email.pdf**

• pg. 19 22x28 A-Frame Event Promotions

- I will work on getting these signs approved with the departments