

## Guidelines for Gal-a-lotta

### Our Goal

The goal of Gal-a-lotta is to provide a meaningful platform in order to raise funds and awareness for Metropolitan Milwaukee Not For Profit programs, in part by leveraging the Bartolotta brand and reach.

### Gal-a-lotta Scope

We will select one 501(c)(3) organization as our partner for 2019. This partnership will conclude in one gala for a **MAXIMUM** of 350 people, to be held at the renovated Italian Community Center, subject to availability and a mutually agreed upon date.

The gala **must** occur in the calendar year 2019. **Specifically included:**

1. room rental charges
2. service charges
3. service – servers, bartenders, cooks, and coat check, if applicable
4. food includes: chef choice appetizers during the cocktail hour, salad, entrée and dessert
5. beverage includes all non-alcoholic beverages, coffee and liquor as follows: 1-hour cocktail reception, open bar for non-alcoholic beverages, beer and wine. Cash bar for cocktails, mixed drinks and spirits. 1 glass of wine per attendee at dinner.
6. standard tables, chairs, linens, china, glass and silver

This **specifically does NOT include:**

1. rentals
2. upgrades on food or beverage
3. upgrades on linen, tables, chairs, china, glass and silver
4. table décor including candles and flowers
5. valet service
6. audio/visual
7. vendor assistance
8. fundraising
9. sponsorship assistance
10. purchasing or “selling” tables on your behalf
11. in-kind donations
12. auction item procurement, set-up or management

### Guidelines for consideration:

1. Organizations must have an IRS tax-exempt classification under 501(c)(3) of the IRS Code.
2. Organizations must be located within the MMAC’s M7 designation.
3. Organizations must have hosted at least three galas in past 5 years.

**What we will not consider:**

1. First time galas.
2. Organizations that do not have an IRS tax-exempt classification under 501(c)(3).
3. Individuals, for any reason.
4. 501(c)(3) organizations located outside of the MMAC's M7 designation.
5. Requests for general operating, endowment, debt-reduction or debt-retirement purposes.

**The application process:**

1. Review our guidelines for consideration.
2. Complete the application.
3. Once the application process has closed, 2/27/2018, our board will review the applications and select the finalists. These organizations will be asked to join us for a 20-minute presentation and Q&A session. Our board will then meet to determine our 2019 partner. All presenters will be notified within 24 hours. The winner will be announced and contacted the next day.