Location: Bruce M. Pitman Center

 Social: Vandal Ballroom & Lobby, 2nd floor; Dinner: International Ballroom, 2nd floor

Purpose: Honor new inductees to the 1889 Society and Silver and Gold Society

 **1889 Society**: Alumni, friends, corporations, foundations, and organizations whose cumulative giving totals $1,000,000 or more.

 **Silver and Gold Society**: Alumni, friends, corporations, foundations, and organizations whose cumulative giving totals $100,000 to $999,999.

 **President’s Circle:** **Leadership Honoree**: Alumni, friends, corporations, foundations, and organizations that made annual gifts and/or pledges of $25,000 or more in FY15.

Event Owner: Donor Relations and Stewardship

 Contact: Angela Farnham – 208-885-8967 (office) / 208-301-8521 (cell)

 Diane Gregg – 208-885-8920 (office) / 509-595-0673 (cell)

 Kevin Ketchie – 208-885-4700 (office) / 509-338-2035 (cell)

Hosts: University of Idaho President Chuck Staben

 University of Idaho Foundation Chairman Rich Allen

Dress: Black tie optional

Invitees: 1889 Society inductees and members; Silver and Gold Society inductees and members; FY15 President’s Circle members; donors of $1,000 or more FY15; State Board of Education; Heritage Society members; loyal donors of 40+ years cumulative giving; UI Foundation members, college/unit advisory board members, Administrative Roundtable, development officers, and select others.

Estimated

 Attendance: Approximately 200 anticipated (263 confirmed as of 6:45 a.m. 11/12)

Admission: $75 per person

President

 Briefing: Walk thru at the Pitman Center – Friday, November 13, 9:00a.m. (Rich Allen walk thru Thursday @ 10:00 a.m.)

Program: Emcees: (following the international theme) **Alexandra Malfant**; Sophomore international student from France; majoring in Marketing and minor in Theater

**Zachary Root**; senior majoring in Biology and minor in Spanish; study abroad to Spain in Spring of 2015

 Flow: Attached

Script: Entire script on podiums in three-ring binder

Timeline: **Thursday, November 12**

 10:00 a.m. Event walk thru with Rich Allen

 **Friday, November 13**

 9:00 a.m. Event walk thru with President Staben including reading of script

 5:20 a.m. President Staben and Rich Allen arrive

 5:30 p.m. Photo session with President Staben and Chairman Allen with recognized donors in Vandal Lounge (1st floor)

 5:30 p.m. Donor honoree pre-social in Vandal Ballroom

 6:30 p.m. Main social in Vandal Ballroom

 7:15 p.m. Social ends

 7:30 p.m. Gala dinner in International Ballroom; introductory remarks

 7:40 p.m. Dinner served

 8:20 p.m. Program resumes

 9:15 p.m. Conclusion of program; dessert and coffee

 10:00 p.m. Conclusion of event

Theme/Décor: International (UI Worldwide)

Set up: 34 – 5’ Rounds, 8-9 chairs each, stage and 2 podiums, 2 video screens, 1 bar and grand dessert table

 [Program stage will be a constructed stage at the back of the International Ballroom; entertainment will be on the main stage]

Music/

Entertainment: Social: Erhu and Guzheng instrument performers

 Dinner: “World Beat” directed by Barry Bilderback (on main International Ballroom stage)

 Program: University of Idaho Cello Ensemble

Transportation: 5:00 – 7:05 p.m. Vandal Trolley shuttles guests from Fairfield Inn, LaQuinta Inn and University Inn to the Pitman Center

 9:15 – 10:15 p.m. Trolley returns guests to Fairfield Inn, LaQuinta Inn and University Inn

Parking: Lot north of the Pitman Center (#18) and VandalStore parking lot (#29) have been reserved; no parking permit required

Nametags: Magnetic nametags

Coat check: Vandal Lounge

Seating Chart: Donor Relations

Menu: **Social**

One large open square hosted bar in center of the room; passed hors d’oeuvres (Asian themed: Sushi, teriyaki chicken bites, plumb wine samples)

**Dinner**

* + - Middle East themed: warm naan bread and curry olive dipping sauce/red pepper hummas
		- African themed: West African crunchy cabbage salad over spinach
		- Central American themed: grilled beef tenderloin with Chumachuri sauce, or vegetarian chilean harvest stew
		- South American themed: asparagus cilantro rice
		- Europe themed dessert: European coffee, mini assorted cheesecake, mini cannoil’s,
		cake, and chocolate cake, chocolate fountain with fruit

**Beverages**

 Hosted beer and wine during social and dinner; wine on tables during dinner and program

Photos: Staged photos during the pre-social hour for honored donors; photos during social
in front of step & repeat (back drop used at Fox Studios event) outside of Vandal Ballroom

Volunteer

Coordination: Donor Relations

* SArb and Student Foundation members and IPO students staffing and co-hosting tables

Follow Up: All University Gala attendees will receive a follow up letter, thanking them for attending and pointing them to the photo website. Honored attendees will receive their recognition gift at the conclusion of the event or via mail or delivery from a development officer. The special picture with the president and UIF chairman will be sent with a follow up card to honored attendees.