

Saturday, April 30, 2016
Sponsored by and Supporting the St. John Paul II Catholic Schools

Shanley

DEACONS DINNER AUCTION 2016

Inspiring Traditions and Visions

5600 25th Street South, Fargo, ND 58104

A community inspiring excellence through faith, learning and service

2016 CATALOG DESIGN AND TIMELINE

TENTATIVE GENERAL TIMELINE

Tuesday, March 8	Catalog Layout and Proofing Begins
Thursday, April 7	Catalog Sent to Final Proof /Printing
Saturday, April 30	Shanley Dinner Auction

PROJECTED 2016 CATALOG TIMELINE

LEGEND

- Divider Sheet Designation
- Advertisement Section Designation
- New Additions to 2016 Auction Catalog

<u>PAGE/SECTION</u>	<u>ACTION</u>	<u>TIMELINE</u>
Cover and Vellum Overlay	Design to be completed by Maria Dahlin	Completed by Monday, March 7
Inside Cover (1)	Forum Communications advertisement (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Title Page (2)	Information to be provided by Lee Hoedl	To be completed by 03.11.16
Sponsorship Recognition (3)	Recognizing Deacon Partners Program Sponsors – Information to be provided by Lee Hoedl	To be completed by 03.11.16
Sponsorship Opportunity (4)	Detailed information on how to participate as a 2017 Deacon Partner – Information to be provided by Lee Hoedl	To be completed by 03.11.16
Auction Chairs Recognition (3)	To be updated by Maria Dahlin	To be completed by 03.11.16
Table of Contents (4)	To be updated by Maria Dahlin toward the end of catalog production; additional information provided by Lee Hoedl	
<i>Special Thanks</i> Page (5)	Information to be provided by Lee Hoedl	To be completed by 03.11.16
Schedule of Events (6)	Information to be provided by Lee Hoedl	To be completed by 03.11.16
Welcome Letter (7)	Letter to be provided by Michael Smith	To be completed by 03.11.16
Auction Committee (8-9)	Information to be provided by Lee Hoedl	To be completed by 03.11.16
Pre-Party Sponsors and Student Ambassadors (10)	Information to be provided by Lee Hoedl	To be completed by 03.11.16

JP II Catholic Schools Board of Directors (11-12)	Information to be provided by Michael Smith/Stacy Roney	To be completed by 03.11.16
Full/Half-Page Advertisements	4 Potential Pages (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Donors (13-19)	Information to be extracted from MaestroPro database	To be completed by 04.04.16
Rules and Procedures (20-22)	Information to be updated from last year's catalog; Addition of <i>Paddle Game</i> instructions/rules (provided by Lee Hoedl)	To be completed by 03.11.16
<i>Save The Date</i> Page	Information to be updated by Maria Dahlin	To be completed by 03.11.16
<i>Silent Auction</i> Section Divider	Design of divider page to correspond to front cover design (created by Maria Dahlin)	To be completed by 03.11.16
Backside of Divider – Advertisement	2 Additional Advertisement Pages (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Silent Auction Pages (26-67)	Information to be extracted from MaestroPro database	To be completed by 04.04.16
<i>Deacon Select</i> Section Divider	Design of divider page to correspond to front cover design (created by Maria Dahlin)	To be completed by 03.11.16
Backside of Divider – Advertisement	2 Additional Advertisement Pages (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Deacon Select Pages (60-81)	Information to be extracted from MaestroPro database	To be completed by 04.04.16
<i>Live Auction</i> Section Divider	Design of divider page to correspond to front cover design (created by Maria Dahlin)	To be completed by 03.11.16
Backside of Divider – Advertisement	2 Additional Advertisement Pages (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Live Auction Pages (84-95)	Information to be extracted from MaestroPro database	To be completed by 04.04.16
Inside Back Cover	Advertisement (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16
Outer Back Cover	Advertisement (Maria Dahlin to coordinate these advertisements with their sponsors)	To be completed by 03.11.16