

# JACL - NCWNP DISTRICT AWARDS BANQUET & CELEBRATION

Crow Canyon Country Club, Danville

Saturday, April 6, 2019



## CHAPTER INSTRUCTIONS

Forms, instructions, and details for our district's gala & fundraiser are available on the district website, [www.jacl-ncwnp.org](http://www.jacl-ncwnp.org). Please make copies of these documents. **Distribute them to your membership at activities and through your newsletters.**

**To make this event a success, we need each chapter's help and participation.**

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## CHAPTER CHECKLIST

Use this checklist to make sure your chapter is doing everything it can to make this event a success.

- ☐ Get people to attend! ([Document #1 & 2-Flyer & Registration form](#))
  - ☐ Publicize.
  - ☐ Have your chapter sponsor a table.
  - ☐ \$70.00 individual, or \$650 for table of ten – **Early Bird deadline postmark by March 4.**
  - ☐ \$80.00 afterwards, or \$800 for table of ten – **Final deadline to register postmark by March 25.**
  - ☐ Send checks & registration to **Debbi Hatanaka.**
- ☐ Daruma Award-Unsung Heroes ([Document #3-Nomination form](#)): The district will be honoring one person from each chapter, selected by the chapter. Send nomination form & photo to **Janice Luszcak** (**due January 10, 2019**).
  - ☐ Chapters are asked to host your honoree for the luncheon
- ☐ NCWNP Award of Excellence ([Document #4-Nomination form](#)) (**nominations due January 10, 2019**).
- ☐ Solicit ads & greetings for the program booklet ([Documents #5 & 6-donor letter & ad form](#)). Send ads, forms & checks to **Carol Kawase** (**due February 28, 2019**).
- ☐ Each chapter is asked to solicit silent auction items ([Documents #7 & 8-silent auction info & prize description form](#)). Send to **Thaya Mune-Craig**, or bring to the February 10<sup>th</sup> district council meeting. (**due no later than March 15, 2019**).
- ☐ **Volunteer!** Or recruit someone in your chapter with a particular talent or expertise. (decorations, registration, publicity, silent auction, musician) Contact **Debbi Hatanaka.**

If you have any questions, call or email:

**Carol Kawase**, NCWNP Governor  
(707) 357-1236  
[sonomacojacl1934@gmail.com](mailto:sonomacojacl1934@gmail.com)

**Patty Wada**, NCWNP Regional Office  
(415) 345-1075  
[pwada@jacl.org](mailto:pwada@jacl.org)