



We look forward to you joining us as we gather again for the **20th Annual Circle of Light Gala** on **Friday, September 8th at the DECC in the Lake Superior Ballroom**. It is sure to be a wonderful evening of celebration, raising funds for St. Luke's Intensive Care Expansion and recognition as we honor health care excellence within St. Luke's and our community.

Important Notes:

- **Schedule of Events**

- 5:30 pm Registration (Pick up your paddle for the live auction)
- 5:30 pm Silent Auction & Social Hour
- 7:00 pm Dinner
- 7:15 pm Awards Program
- 8:15 pm Fund-A-Need & Live Auction (Rylie Behr, Auctioneer)

- **Dress Code**

Black tie and cocktail attire desired, but not required. All attire is welcome.

- **Parking**

There is ample parking for our guests in the DECC parking lot and ramp. This year's event will be held in the **LAKE SUPERIOR BALLROOM** which is located adjacent to the **City Side Convention Center**. **Please use Entrance B.**

- **Dinner Preference**

If you have indicated your meal preference on your registration form, it has been noted. If not, please call Laurie Johnson, Foundation Coordinator, at 218.249.5249 or email ljohnson@slhduluth.com.

- **Seating**

Assigned seating will be made at tables of 6 or 8. If you have indicated a preference, it has been noted. If not, and you would like to do so, please call Laurie Johnson at 218.249.5249 or email ljohnson@slhduluth.com.

- **Mobile Bidding**

We will be using [HandBid](#) as our mobile bidding platform for the silent auction (and for invoice payment at the end of evening, including live auction and fund-a-need). **Please download the free app to your mobile device (or save the web link to your home screen) and register as a bidder in advance.**

- Download HandBid app on your mobile device.
- Click "Get Started" when you open the app.
- Create an account.
- Enter the 5-digit code sent to your mobile device.
- Read through the tutorial to learn how to use the app.
- Search "2023 Circle of Light 20th Anniversary Gala" and click on it.
- Click register and enable notifications.
- Enter Credit Card information.
- Click "Let's Get Bidding!"
- Swipe left to view silent auction items.

- **Checkout**

At the end of the evening, your silent, live and fund-a-need auction purchases will be combined into one electronic invoice on your HandBid account. Checkout will be expedited for those paying with their credit/debit card on file in their HandBid account.

When the event closes, you will be prompted to pay your invoice via HandBid. Please go to the checkout area when your invoice is paid (or to pay with cash or check). Volunteers will retrieve your auction purchases to take with you that evening. Additional volunteers are available to transport to your vehicle if needed. We request all winning items to be taken that evening.

Thank you for your partnership and participation! If you have further questions, please contact the Foundation at 218.249.5249 or ljohnson@slhduluth.com. We look forward to an evening together benefitting all whom we serve.

Event details can be reviewed slhduluth.com/col.