

GRAB YOUR HAT AND RUN FOR THE HILLS **...or just follow this checklist for a simple gala or luncheon**

Committees

- appoint chair
- appoint committee members
 - underwriting
 - table sales
 - menu
 - decorations
 - invitations
 - registration
 - publicity
 - raffle
- create roster
- develop timeline
- thank you's

Budget

- draft budget
- finalize budget

Volunteers

- recruit corporate volunteers
 - cashiers
 - register
 - set up/tear down
 - Set up: 9 a.m.
 - seating
 - manage media
 - raffle pick up
 - raffle distribution
 - greeters
- provide details to coordinator
- schedule orientation
- thank you's

Event Logistics

- determine theme
- set date
- select Honoree
 - get photo and bio
- select Keynote Speaker
 - get photo and bio
- develop run of show for speakers
- develop speaker talking points
- venue
 - identify venue
 - extra rooms required
 - staging room day before
 - two rolling cards
 - five tables with chairs
 - changing room
- will security be necessary?
- audio/visual needs
 - 2 extra phone lines at registration
 - computer/projection/screens
 - do we want to tape?
 - backlighting on curtains?
 - wifi
 - test dvds one hour before show
- sign contracts
 - deposit
- work with hotel to determine menu
 - alcohol or no?
 - hold menu tasting
- work with hotel to determine event layout
 - tables
 - which are eight/which are ten
 - which require special menu
 - waiters serve during speaker quietly
 - provide final count
 - determine seating arrangements
 - final walkthrough
- provide Run of Show
- review final bill and pay

Entertainment

- secure emcee
 - provide with Run of Show
- entertainment secured
 - contract
 - deposit
 - final check ready day of event
- develop video
 - secure video team
 - find/schedule testimonials
 - release forms signed
 - draft copy or use transitions from taping
 - make several backups
 - test
- Powerpoint
 - get all logos/names
 - design
 - make backup on CD/flash drive
 - test

Decorations

- Develop decoration plan
 - tables
 - registration/check in
 - stage
- order items
 - cake stands
- finalize signage
 - table layout on large stand
 - podium sign
 - individual table tents
 - silence cell phone signs
- arrange timing for set up with venue
- secure volunteers
- arrange transport of decor
- set up decorations
- take down decorations

Registration process

- database kept at center, updated daily
- copies of forms/checks to Debi for crosscheck
- develop final list
 - alphabetically by last name
 - by table number
 - include special requests
- Insure adequate staffing at event



Day of Event

- Bring
 - registration forms
 - credit card machine/receipts/cash bag
 - W-9 forms for raffle winners
 - pens, pencils, tape, scissors, etc.
 - final seating arrangements
 - extra copies of DVDs, CDs, Flash drives
 - extra raffle tickets on tables with description and pens
 - petty cash, to include tip for banquet chief
 - check for entertainment
 - raffle tickets mailed in ahead of time

After Event

- After action report
- final thank yous
 - sponsors
 - chairmen gifts
 - volunteers
 - hotel/caterer
 - staff
- gather all receipts and turn in
- final accounting report
- merge mailing list with new names/sponsors

Fundraising Pieces

Underwriting/Table Sales

- create underwriting/table sales letter
 - develop fact sheet for volunteers
 - arrange for volunteer chairs to sign
- create underwriting/table sales form
- finalize mailing list for letters
- mail letters
- follow up by committee members
- send thank you's with tax deduction statement
- obtain guest lists for sponsors
 - send postcards to hosts asking for names/addresses
 - mail invite card to all guests, as requested
- who sits where
 - schedule volunteer mtg
 - drinks, snacks on hand
 - sticky notes with all table host names/individual seats
 - extra copies of room layout
 - create registration form with table assignments
 - notate special menu requirements
 - notate quantity of seats at each table
- send final thank you's with tax documentation and evidence of performance

Raffle

- solicitation letter written and sent
- solicitation mailing list finalized
- tax considerations if >\$5,000
 - W-9s prepped for day of event
- must mail invites first class if raffle tix included
- who draws/announces?

PR

Graphics

- Save the Date
 - Save the Date Cards designed and approved
 - finalize mailing list
 - print and mail cards
 - print extras for committee
- Invitations
 - Design invitations
 - raffle tickets
 - valet tickets
 - reply card
 - return envelope
 - finalize mailing list
 - print and mail invites
 - print extras for table hosts
- Programs
 - photo of committee for program
 - Design and layout programs
 - get necessary logos
 - determine print quantity
 - print

Media

- traditional media
 - send announcements to community calendars
 - RFC for social photogs
 - send final photos to requesting pubs
 - secure event photog
- social media
 - website
 - secure unique URL
 - set up website in wordpress
 - update regularly
 - set up constant contact event for registration
 - recruit social media team (if wi-fi)
 - outline expectations
 - Facebook/twitter
 - regular posts with links
 - post photos
 - register hashtag