




Charity Gala Checklist Template: Auction, Entertainment & Donor Relations Management

 Show only Checklist

Display Style
Default 

Pre-Event Planning & Fundraising

Tasks related to initial planning, fundraising, and securing necessary approvals.

Fundraising Goal Amount

Enter a number...

Initial Planning Meeting Date

Enter date...



Theme Selection

- Elegant Evening
- Masquerade Ball
- Tropical Getaway
- Roaring Twenties

Event Description (for marketing materials)

Write something...

Sponsorship Proposal Deadline

Enter date...

Budget Template

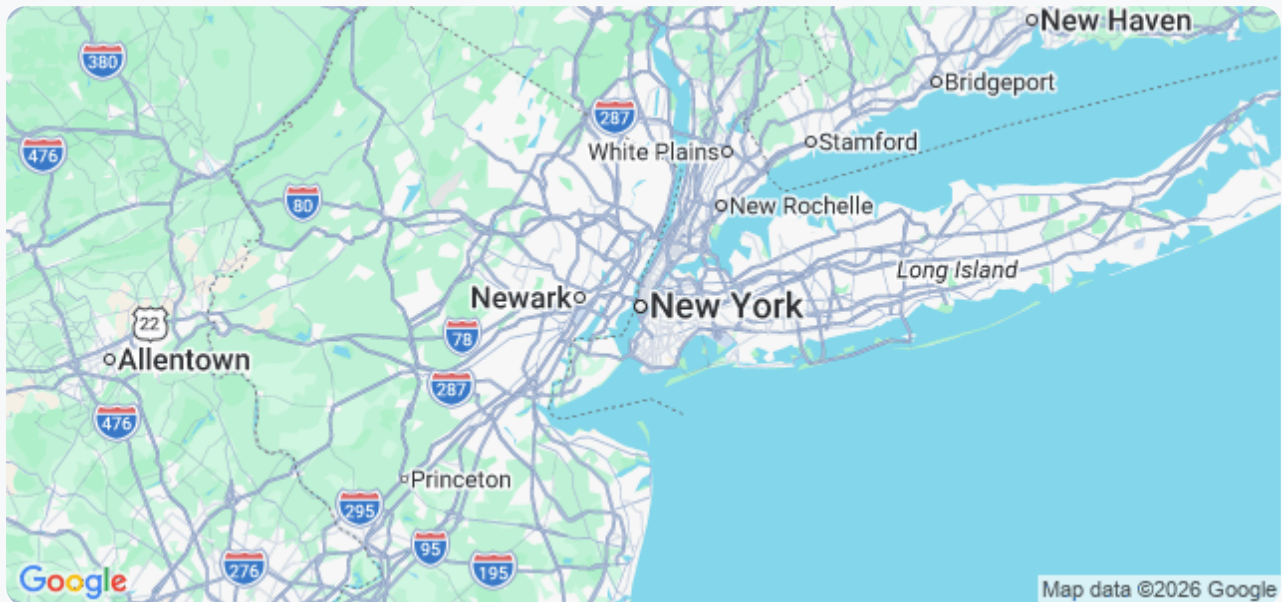
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Venue & Logistics

Covers venue selection, contracts, catering, A/V, and other logistical details.

Venue Address

 [Set My Current Location](#)



Event Date

Enter date...

Event Start Time

Enter time...

Maximum Guest Capacity

Enter a number...

Confirmed Guest Count

Enter a number...

Catering Style

- Buffet
- Plated
- Family Style

Venue Contract

 Upload File

Venue Notes/Special Requests

Write something...

Auction Management

Tasks specifically for the auction, including item procurement, catalog creation, and bidding process.

Estimated Auction Revenue

Auction Item Categories

- Experiences
- Art
- Travel
- Memorabilia
- Gift Certificates

Auction Item Photos

 Upload File

Auction Item Descriptions (for catalog)

Starting Bid - Item 1

Enter a number...

Minimum Increment - Item Bid

Enter a number...

Payment Method Acceptance

- Cash
- Check
- Credit Card

Entertainment & Production

Details for musical acts, speakers, stage setup, lighting, and overall event production.

Entertainment Type

- Band
- DJ
- Comedian
- Speaker
- Other

Entertainment Contact Name

Write something...

Entertainment Contract Details

Write something...

Stage Dimensions (Width)

Enter a number...

Stage Dimensions (Depth)

Enter a number...


Entertainment Confirmation Date

Enter date...

Entertainment Start Time

Enter time...

Entertainment Rider/Technical Requirements

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Donor Relations & Recognition

Activities focused on cultivating donor relationships and acknowledging their support.

Donor Level Tier (e.g., Platinum, Gold, Silver)

Enter a number...

Personalized Thank You Note (Draft)

Write something...

Preferred Communication Method

- Email
- Phone
- Mail

Date of First Donation

Enter date...

Donor Photo (for recognition display)

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Notes on Donor Preferences/Interests

Write something...

Recognition Opportunity (e.g., Logo Placement)

- None
- Logo on Website
- Logo in Gala Program
- Verbal Acknowledgement

Marketing & Promotion

Tasks related to promoting the gala and attracting attendees.

Social Media Budget

Enter a number...

Marketing Channels Used

- Facebook
- Instagram
- Email Marketing
- Website Banner
- Local Newspaper Ad
- Radio Advertising

Social Media Campaign Start Date

Enter date...

Social Media Ad Copy (Example)

Write something...

Promotional Graphic Files

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Press Release Sent?

- Yes
- No

Estimated Website Visitors (from Marketing)

Enter a number...

Volunteer Management

Tasks for recruiting, training, and coordinating volunteers.

Total Number of Volunteers Needed

Enter a number...

Volunteer Roles Available

- Registration
- Auction Support
- Event Setup
- Guest Assistance
- Cleanup

Volunteer Recruitment Messaging

Write something...

Volunteer Training Date

Enter date...

Volunteer Training Time

Enter time...

Skills Required

- Customer Service
- Organization
- Communication
- Physical Stamina

Volunteer Application Form (Example)

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Event Day Execution

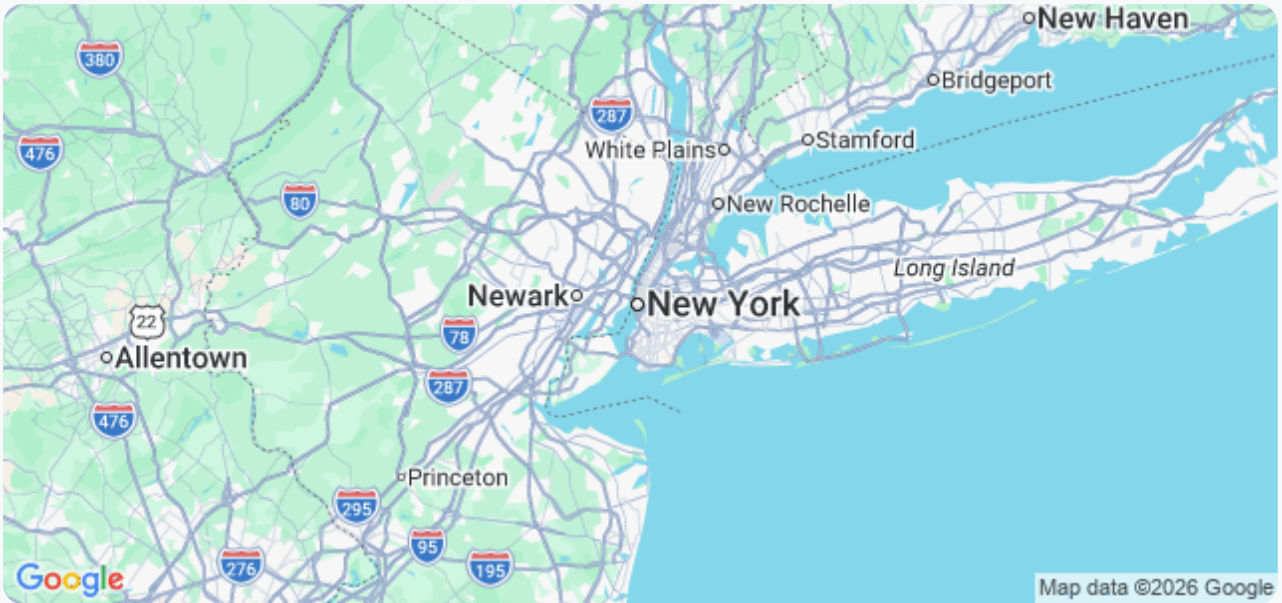
Activities to be completed on the day of the gala to ensure smooth operation.

Arrival Time of Key Staff

Enter time...

Photographer Station Setup

 Set My Current Location



Guest Check-In Count

Enter a number...

A/V Equipment Status (Select all that apply)

- Microphones working
- Projector working
- Sound system functional
- Lighting ready

Confirmation of Venue Setup by Manager

Any immediate issues or changes?

Write something...

Post-Event Follow-Up


Tasks for thanking attendees, donors, and volunteers, and evaluating the event's success.

Thank You Email Send Date

Summary of Attendee Feedback (From Surveys/Comments)

Total Funds Raised

Post-Event Photo/Video Documentation

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Overall Event Satisfaction (Internal Review)

- Excellent
- Good
- Fair
- Needs Improvement

Lessons Learned & Recommendations for Future Events

Write something...

Date of Final Financial Reconciliation

Enter date...