




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

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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

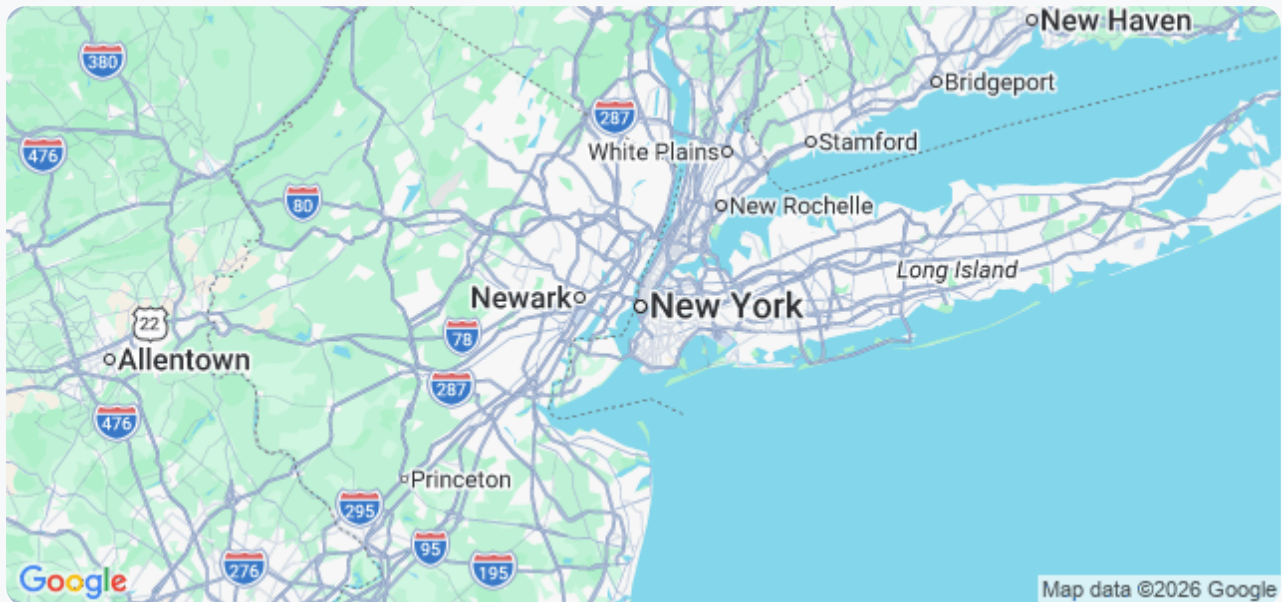
 Upload File

# 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

### Entertainment Contract Details


### Stage Dimensions (Width)

### Stage Dimensions (Depth)

### Entertainment Confirmation Date

### Entertainment Start 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)

### Personalized Thank You Note (Draft)

### Preferred Communication Method

- Email
- Phone
- Mail

### Date of First Donation

### Donor Photo (for recognition display)

 Upload File

### 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

 Upload File

### 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

### Skills Required

- Customer Service
- Organization
- Communication
- Physical Stamina

### Volunteer Application Form (Example)

[Upload File](#)

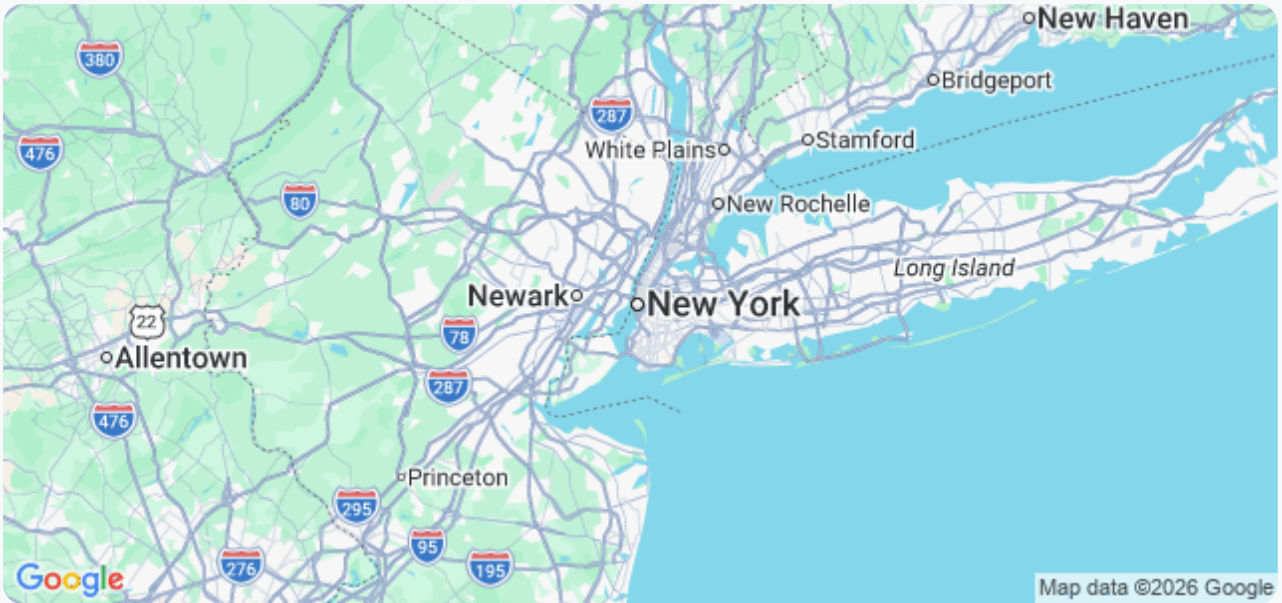
## Event Day Execution

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

### Arrival Time of Key Staff

## 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

 Upload File

### 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...