



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

Pre-Event Planning & Fundraising

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

Fundraising Goal Amount

Initial Planning Meeting Date

Theme Selection

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

Event Description (for marketing materials)

Sponsorship Proposal Deadline