JLTLA Gala Run of Show

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeframe | Task | Assigned to | Comments/Updates | Completed |
| 1 Year before | Set Date |  |  |  |
| Secure committee |  |  |  |
| Secure location |  |  |  |
| 6 months | Set theme |  |  |  |
| Send save the date email |  |  |  |
| Order invitations |  |  |  |
| Secure Raffle donations |  |  |  |
| 3 months before | Guest List |  |  |  |
| Secure DJ |  |  |  |
| Resend save the date |  |  |  |
| Send out sponsor info. |  |  |  |
| Secure Band |  |  |  |
| Secure AV |  |  |  |
| Secure Photographer |  |  |  |
| 2 months before | Send out invitations |  |  |  |
| Decide on sponsor awards |  |  |  |
| Decide on president awards |  |  |  |
| 1 month | Collecting checks |  |  |  |
| Order After Party Catering |  |  |  |
| Get official letters |  |  |  |
| Menu Tasting |  |  |  |
| Layout Program Booklet |  |  |  |
| Work on Year in Review Video |  |  |  |
| 2 week | Print Program books |  |  |  |
| Finalize Table Numbers |  |  |  |
| Finalize VIP reception |  |  |  |
| Order awards |  |  |  |
| 1 week before | Finalize Gala Night committee assignments |  |  |  |
| Finalize VIP check-in list |  |  |  |
| Finalize video |  |  |  |
| Day Before | Room Check-In |  |  |  |
|  | Confirm Vendors |  |  |  |
| AV |  |
| Band |  |
| DJ |  |
| Photo |  |
| Day of | Centerpieces |  |  |  |
| Set up Check-In Tables |  |  |  |
| Set Table numbers |  |  |  |
| Review AV |  |  |  |
| Committee assignments |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event | Time | Assigned to | Task | Comments |
| VIP/Reception | 5 p.m.-6 p.m. |  | Check-in tables manned |  |
| 6p-7p |  | Greet people |  |
| Gala | 6:45p-7:15 |  | Doors open |  |
| 7:30p |  | Invocation | Pastor Frances Waters |
| 7:35-7:45 |  | Welcome/VIP-Elected Officials Recognitions | Opera Singer |
| 7:45-7:55 | Steve | Year-In-Review Video |  |
| 7:55-8:05 | Ebony | Current President Remarks/Awards |  |
| 8:05-8:15 | Scholarship Chair | Scholarship Recipients |  |
| 8:15-8:35 |  | Dinner | Opera Singer |
| 8:35-8:45 | Jge. Lindsay | Swearing-In |  |
| 8:45-8:55 |  | Incoming President Remarks |  |
| 8:55-9:15 |  | Sponsor Recognitions |  |
| 9:15-9:20 |  | Raffle |  |
| 9:20-9:25 |  | Foundation Chair closing remarks |  |
| 9:25-9:30 |  | Benediction | Pastor Michael Waters |
| Casino Night | 9:30-10 |  | Transition/Dancing |  |
| 9:30-11 |  | Casino Night |  |
| 11-11:15 |  | Raffle |  |
| 11:15-11:30 |  | Tear down |  |
| After Party | 10:00-11:00 |  | Set-up |  |
| 11-1 |  | After party |  |

Gala Night