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